

Greg M. Gallup

• Emporia, KS 66801 •

PROFESSIONAL OBJECTIVE

To obtain a challenging and creative administrative position.

EDUCATION

- **Emporia State University**

Master of Science: Instructional Design and Technology

May 1999

Bachelor of Science: Social Science

May 1996

Major: Social Science with an emphasis in Political Science and Geography

Minor: Sociology with an emphasis in Criminal Justice

WORK EXPERIENCE

Metal Roof Systems of Kansas

August 14, 2014 - Present

Emporia, Kansas 66801

Office Manager (35 hours a week)

- Responsible for managing all aspects of accounts payable, accounts receivable, employee payroll, journal entries, bank reconciliations, and end of month closing activities.
- Maintain accounts and records on all transactions and assets of the company.
- Perform reconciling, balancing, investigating, and resolving any account discrepancies
- Enter and print bi-weekly payroll checks for all employees
- Responsible for preparing and submitting monthly and quarterly Kansas and Federal Sales Tax and Withholding Tax.
- Keep detailed inventory and sales records
- Organize all company vehicle and trailer records (tags, taxes, insurance, and maintenance) as per policy by the Kansas Dept. of Transportation

Walmart Store # 0577 (16 hours a week)

August 2, 2014 - Present

Emporia, Kansas 66801

Sales Associate in Electronics and Wireless Department

- Responsible for all cell phone sales and contracts with vendors (AT&T, Verizon, U.S. Cellular, etc.)
- Process and validate all contracts between the Customer, Walmart and Authorized Service Provider Vendors
- Keep detailed inventory and sales records for cell phones
- Assisted customers with their electronic (computers, TV's, cell phones, etc.) needs
- Collected money and operated cash registers
- Stocked merchandise and assisted with inventory of store items

Spartan Staffing Employment Services

July 23, 2014 – July 30, 2014

331 Commercial Street Emporia, KS

Hopkins Manufacturing

428 Peyton Street Emporia, KS

Hopkins Manufacturing

Production Worker: Molding Department - Full-Time, 2nd Shift (3pm-11pm) Monday-Friday

- Responsible for taking molds out of various factory machines
- Used tools to strip, crimp, cut, measure and test finished molds for shipment
- Followed company work instructions, procedure manuals to ensure quality of assemblies were in compliance with company specifications
- Packed and labeled finished assemblies in preparation for shipment

A and M Service Center (Main Office)
999 Rochester Road Troy, Michigan 48083
Impound Towing Yard
2775 Austin Drive, Troy, Michigan 48083

April 2010 – May 2010

Impound Towing Yard Employee

- Assisted customers getting their vehicles back, after it was impounded by the City of Troy
- Collected money
- Data entry, filing and organization
- Answered phones

State of Michigan

Aug. 2007 – March 2012

- Administrative Assistant to the Special Activities Director
- Administrative Assistant to the Food Service Director
- Administrative Assistant to the Classification Director

Blockbuster Video

Oct. 2006 – June 2007

- Rochester Hills, Michigan
- Assisted customers with choosing a movie or game to rent
 - Cashier / register / computer experience
 - Data entry / filing and alphabetizing movies
 - Answered phones

Oakland University

Nov. 2004 – June 2007

2200 North Squirrel Road
Rochester, Michigan 48309-4401
School of Education and Human Services – Office of the Dean
Information Technology Analyst

- Responsible for overseeing all technology issues for the entire School of Education and Human Services (200 employees and 5,000 students).
- Planned, coordinated, directed and designed IT operational activities, as well as provide direction and support for IT solutions that enhanced the School of Education's vision.
- Worked directly with faculty and staff to identify, recommend, develop and implement instructional technology projects in the classroom.
- Consulted, recommended, analysis, maintained, and purchased all technology related equipment and software.
- Oversaw the implementation of a document management system.
- Consulted with clients on the integration of existing content from Banner into newly designed and redeveloped websites.
- Designed, developed and maintained the School of Education and Human Service's Websites.
- Designed the graphical user interface for various web database applications to help maintain the school's website.
- Worked with various audio/video and internet vendors in developing several large scale projects for the school.
- Provided technical solutions to fix computer hardware and software problems for faculty and staff members.

Rockhurst University

Aug. 2003 – Oct. 2004

1100 Rockhurst Road
Kansas City, Missouri 64110
Center for Teaching Excellence
Educational Technology Specialist (One-Year Title III Federal Grant Funded Position)

- Taught a variety of workshops to faculty using various software and webpage design techniques.
- Assisted faculty with developing instructional course materials for online use.
- Developed a technology plan for assisting faculty members with learning various technology programs once the Title III Grant ended.

Missouri Western State University

4525 Downs Drive
Saint Joseph, Missouri 64507

Instructional Media Center**Manager of Educational Web and Multimedia Services (EWMS)****March 2000 - May 2003**

- Oversaw the daily management responsibilities of the EWMS Department (3 full time employees and 5 students)
- Hired, assigned, motivated, trained and evaluated employees.
- Performed administrative duties such as; complying statistics, budget management, strategic planning and policy recommendations for the Director of Instructional Media Center.
- Developed and maintained all online courses for MWSU's Distance Education Courses.
- Developed and maintained all instructional Internet based websites for supplemental support for on-campus courses.
- Developed and maintained web video streaming clips.
- Assisted in securing copyright permissions for non-print use.
- Administered and trained faculty on the use of WebCT (Course Content Management System).
- Taught a variety of workshops to faculty and staff members on learning various types of software programs.
- Consulted, trained, and assisted faculty and staff to implement instructional technology and/or design of instructional materials into their lectures, and courseware materials.
- Developed policies and procedures for web based instructional websites.

Missouri Western State University Web Team: Production Supervisor

- Oversaw the management responsibilities of the MWSU Web Team (5 full time employees and 5 students)
- Recommended policies, working procedures and budget issues to the Supervisors of the MWSU Web Team.
- Oversaw the overall design, functionality and navigation of the MWSU's Website.
- Worked closely with decision makers in other departments to identify, recommend, design, implement and support their departmental website.
- Developed policies and procedures for creating informational websites hosted by MWSU.
- Ran various web site management tools to maintain excellent performance rates.
- Researched new web technologies to help enhance MWSU's websites.
- Identified potential copyright problems.

Florida Gulf Coast University

10501 FGCU Blvd. South
Fort Myers, Florida 33965-6565

Instructional Technology Services**Web Developer****Oct. 1999 - March 2000**

- Designed, developed and maintained FGCU's official website.
- Worked closely with decision makers in other departments to identify, design, develop, implement and maintain their departmental website.
- Provided technical support for web development.
- Researched new web technologies to help enhance FGCU's websites.
- Ran various site management tools to maintain excellent performance.

Emporia State University

1200 Commercial Street
Emporia, Kansas 66801

Information Technology (Formally called Center for Educational Technology)**Graduate Teaching Assistant****May 1997 – Oct. 1999**

- Also worked for the Admissions Office (part-time 20 hours per week), providing computer support, re-designing website and shooting/editing a recruiting video for potential students.
- Managed ESU's Faculty and Staff Multimedia Lab
- Designed, developed and maintained over 30 websites for various University Departments.
- Provided support in academic web page design and multimedia development, computer-assisted instructional design, and training / development work.

- Worked directly with faculty to develop and implement instructional technology projects in the classroom.
- Supported online instructional courses for various faculty members.
- Supported online course content management systems (WebCT, Blackboard, Web-Course-In-A-Box).
- Created interactive CD-ROM's for various classes and university promotional projects.
- Developed and taught various technology professional development classes for faculty and staff.
- Coordinated the design and implantation of ESU's Distance Learning Classroom and the Multimedia Classroom for the Department of Nursing.
- Video Production Assistant: setup equipment, camera operator, digital video/audio editing.
- Shot and edited several 30-second public service announcements for local cable television.
- Fixed computer and media hardware and software malfunctions.

HOPKINS Manufacturing Corporation

Oct. 1996 – Feb. 1997

428 Peyton Street
Emporia, Kansas 66801

Communications Specialist

- Designed and developed training programs.
- Responsible for design, development and maintenance of the company's website.
- Videotaped and edited various projects for employee training purposes.
- Created various brochures for the company's marketing department.

SPRINT Corporation: Marketing Representative (Tele-Marketer)

May 1996 – Oct. 1996

10951 Lakeview
Lenexa, Kansas 66210

- Setup new accounts via Inbound and Outbound sale calls for residential phone/pager/cell service
- Communicated with customers to receive orders for installation of service, or change service for customers and address billing or other service related issues.
- Completed online forms indicating service requested; prepares change of address records and issues discontinuance orders.
- Addresses complaints concerning customer billing problems or services rendered, resolving the problem, when appropriate or escalates problem to proper authority for resolution.
- Follow up with customers regarding repair and order processing to ensure problem resolution.

9 - Week Law Enforcement Internship

Summer 1995

(Emporia Police Dept., Lyon County Sherriff Dept. and Jail, and Emporia State Univ. Police Dept.)

- Rode along to crime scenes with local police department patrol officers and detectives
- Assisted in processing incoming inmates to the county jail
- Observed dispatchers handling incoming calls (emergency and non-emergency)
- Rode along with County Process Server and assisted serving court order appearance documents

Emporia State University

Sept. 1992 – May 1996

1200 Commercial Street
Emporia, Kansas 66801

Information Technology (Formally called Center for Educational Technology)

Student Worker

- Provided clerical support for the Office Manager, such as answering telephones, assisting visitors, and resolving and referring a range of administrative problems and inquiries, also duping videotapes for education classes.
- Developed fliers and promotional booklets for recruiting purposes.
- Fixed computer and multimedia hardware and software malfunctions.
- Setup the operations for the department's new multimedia computer lab.
- Video Production Assistant: setup equipment, and shot video

Wendy's Restaurant
701 West 6 Ave.
Emporia, Kansas 66801

May 1990 – Oct. 1994

- Cooked and Prepared food
- Took orders and ran the cash register
- Unloaded food from trucks and helped with inventory

Mowing Lawns

1986 – 1991

- Emporia, Kansas
- Mowed and trimmed grass when need for 10 customers

ORGANIZATIONS / COMMITTEES / HONORS

- National Tau Kappa Epsilon Fraternity Volunteer Award July 2007
- Tau Kappa Epsilon Xi-Eta Chapter Advisor of the Year Award 2003 - 2004
- Missouri Western State University Technology Representative on the KC Reach IT Sub-Committee 2001 - 2003
- Missouri Western State University Distance Education Committee 2000 - 2003
- Chairman of the Board of Advisors for Tau Kappa Epsilon Fraternity Xi-Eta Chapter at Missouri Western State University 2000 – 2007
- 1999 Outstanding Graduate in the Division of Instructional Design and Technology in The Teachers College at Emporia State University May 1999
- Student Publications Board, voting member at Emporia State University 1997 – 1998
- Nominee for Outstanding Fraternity Man of the Year Award at ESU 1994 and 1995
- Four year member of InterFraternity Council at Emporia State University 1992 - 1996
- President, Historian, Educator of Tau Kappa Epsilon Chapter at Emporia State University 1992 – 1996
- Local Junior Honorary Rotarian for Local Rotary Club 1992

SKILLS

A wide range of experience with:

- Design and usability; graphic, information, instruction and interaction design, gathering formal requirements and the development of testing and evaluation plans.
- **Financial Knowledge of:** accounts payable, accounts receivable, employee payroll, journal entries, bank reconciliations, and end of month closing activities
- **Preparing and Submitting:** State of Kansas and Federal taxes every month
- **Financial Software:** Working knowledge QuickBooks 2012 Contractor Edition
- **Operating Systems:** Windows XP, NT Server, and Windows 7 (90% use) along with Microsoft Office 2007 software (Word, Excel, PowerPoint, and Access), Macintosh OS 9 and X (10% use) and Novell GroupWise (email)
- **Hardware:** Photo scanning, digital cameras, desktop video conferencing, document management system
- **Document conversion/preparation software:** Adobe Acrobat, Publisher, and PageMaker
- **Graphic software** (i.e. Photoshop), visual presentation software (i.e. ProShow Gold, PowerPoint, Camtasia, Captivate, Adobe Muse)
- **Web development software:** Dreamweaver, Frontpage, FTP, WebTrends, LinkBot Pro
- **Programming and scripting:** HTML, CSS, ASP Mailer, JavaScript, Access Database
- **Multimedia software:** RoboDemo, Authorware, Flash, DVD Studio, After Effects; also experience with, digital audio/video shooting and editing using Adobe Premier
- **Enterprise Content Management Systems:** Blackboard, WebCT (OnlineCourses) and Data entry into SCT Banner
- Spanish (2 years in High School)
- Extensive travel experience: all over the Eastern Coast of the United States as well as to Europe (England, France, Switzerland in 1992 and 1993)

WORKSHOPS / CONFERENCES I Attended

- December 2002 - Mastering Adobe Photoshop Workshop
A three-day workshop on learning various techniques with Adobe Photoshop. Sponsored by CompuMaster
- April 2002 – Presented a paper titled “Missouri Western’s Timeline for Developing Distance Education Courses” at the HELIX (Missouri Higher Education Learning and Exchange) Conference.
- March 2002 – Communicating with Diplomacy and Tact Workshop
A two-day workshop focusing on expert speaking, writing and interpersonal management skills necessary to lead, motivate and work diplomatically with others. Sponsored by Padgett Thompson
- Oct. 1998 Adobe Photoshop Workshop
- August 1998 JavaScript Workshop
- Summer 1998 Microsoft Access97 Workshop

WORKSHOPS I TAUGHT

The following are Professional Development Workshops that I taught to University Faculty and Staff Members:

Emporia State University

- **Learning How to Use Microsoft FrontPage**
A 6-week workshop which met 2 hours one day a week, up to 6 weeks. Hands-on workshop, where participants learned how to use Microsoft FrontPage for creating departmental web pages. (Fall 1998 and Spring 1999)

Missouri Western State College

- **Getting Started with WebCT**
General overview of the capabilities of WebCT, integrated courses content management system. Learn how WebCT can be used to present instructional materials; which then can be used to enhance the delivery of an online course, as well as a supplement to a traditional classroom based course. (May 2000, April 2002)
- **Advance Tools in WebCT**
An extension to the Introduction to WebCT course. Hands-on work on adding course content, using discussion boards, chat rooms, importing multimedia files, as well as online testing and grading features in WebCT. (May 2000)
- **Overview of WebCT**
Combined the Getting Started with WebCT and Advance Tools in WebCT workshops. This workshop was usually taught in a demonstration type format. Participants were shown all of the major capabilities and tools in WebCT and how these tools could be used to enhance their course. (September, October, and November 2000, October 2001, April, September, October 2002)
- **Accessing Files**
An open forum for questions and answers, as well as demonstration and hands-on training, on how to access (retrieve, edit, upload, save) files on the various college’s network servers. Also, taught how to upload personal web pages to the college’s computer servers and access personal and courses web pages without being on campus. (Held on 8 separate days and times in April 2002)
- **Introduction to Microsoft FrontPage**
Demonstration with some hands-on work, with learning how to use Microsoft FrontPage to create web pages for personal, professional, and instructional use. (April, October, and November 2002, February 2003)

- **Developing Quality Courses 101 - HELIX Conference Workshop Session April 2002**
Presented a paper titled "Missouri Western's Timeline for Developing Distance Education Courses" for the Developing Quality Courses 101 Workshop session at the HELIX (Missouri Higher Education Learning and Exchange) Conference. Presented and discussed standards, and procedures for developing quality courses at Missouri Western State College.

Rockhurst University

- **Mail Merging and Watermark Creation with Microsoft Word 2000**
Hands-on workshop where participants learned how to send out surveys and bulk mail using the mail merge feature in Microsoft Word. They also learned how to create documents with a watermark image behind the text. (October 2003)
- **Editing Electronically Submitted Documents with Microsoft Word 2000**
Hands-on workshop where participants learned how to provide feedback, make comments and grade documents electronically, using the Track Changes feature in Microsoft Word. (October 2003)
- **Rockhurst's Classroom Media Equipment**
Demonstration of how to use the media equipment (document camera, LCD projector, VCR, computer, etc) found in the classrooms at Rockhurst University. Participants also learned how to use the media equipment to assist them in the enhancement of their course materials. (October 2003)
- **Demonstration of Microsoft PowerPoint 2000**
Participants learned the basic features of Microsoft PowerPoint and learned how they could use this software program to enhance their course curriculum. (October 2003)
- **Communication Outside of the Classroom**
Participants learned the advantages and disadvantages of using WebCT, a course content management system) vs. a stand-alone course web page. (November 2003)
- **Web-Based Course Materials Provide by Textbook Publishers vs. Stand-Alone Course Web Pages**
Participants learned what publishers of course textbooks were making available to them electronically for use in WebCT. They also learned how other faculty members were designing their own stand-alone course web pages. (February and April 2004)
- **Demonstration of New Features in WebCT version 4.1**
Demonstration of what the new user interface looked like, in the new version of WebCT 4.1. Participants also learned how the new features in WebCT 4.1 could assist them in enhancing their course. (February, March, April 2004)