

Meghan C Harley

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EDUCATION

The Ohio State University, Columbus, OH

Masters of Environment and Natural Resources 2017 *Anticipated*

Bachelors of Science Natural Resources, Minor in Economics June 2011

Columbus State Community College, Columbus, OH

Certificate of Geographic Information Systems 2010-2011

MEMBERSHIPS AND SERVICE

NextGen (Battelle) Young Professional Organization, Document Manager and Marketing Chair 2013-Present

Team Battelle Attire for Hire, Project Director 2014

Nationwide Children's Hospital, Volunteer 2010-Present

State Science Day, Judge 2013 and 2014

Ad hoc Committee Member of Graduate Admissions for SENR 2013-2014

Coalition of Student Organizations' SENR Career Boot Camp, Breakout Leader 2014

Beagles R Us (Animal Shelter), Volunteer 2012

Team Battelle Quilters, Volunteer 2012

OSU Parks and Recreation Society, member 2008-2010

USDA-ARS Division, Student Volunteer 2009

North Campus Block Party, Planning Committee, 2009

Ohio State Welcome Leader, Coordinator 2008

Ohio State Welcome Leader, Volunteer 2007

WORK EXPERIENCE

Battelle Memorial Institute, Columbus, Ohio

Researcher January 2014- Present

Research Associate, June 2011- 2013

Geological Science Intern 2010-2011

The Ohio State University, Columbus, Ohio

Resident Manager, Stradley Hall, August 2010 – June 2011

Resident Advisor, Norton House, September 2009 – June 2010

Office Assistant, Norton House, September 2009 – June 2010

Office Assistant, Morrill Tower, September 2008 – June 2009

Office Assistant, Olentangy Area Building Services April 2008 – May 2010

CERTIFICATION AND SKILLS

National Association of Interpreters, Certified interpretive Guide and Member 2009-Present

Heart Saver and Red Cross Certified: Adult First Aid, CPR, AED 2010-Present

Proficient with entire Microsoft suite, Quicken, Acrobat, PeopleSoft, ArcGIS, and Microsoft SharePoint

Meghan C Harley

Throughout my career at The Ohio State University I have been intimately involved with The Office of Student Life; working with students as an office assistant, resident advisor, and then as a resident manager. I lived for my job at OSU, every day I could support my students, challenge them, and help them succeed. My graduate career is currently missing this aspect; I do not have a direct line to connect with and help support the student body that surrounds me. This winter I represented the MENR student body, as the student representative of an Ad hoc Committee of Graduate Admissions for the School of Environment and Natural Resources (SENR) and acted as a breakout session leader for an SENR career boot camp. These opportunities more clearly defined my need to find a new route to further support OSU students. A commitment to the Graduate Student Council is not a step I take lightly, after evaluating my schedule and experience I've realized that the Secretary position for the GSC would be the perfect opportunity to return to my roots and support the OSU graduate student body.

My work experience and community involvement have helped me develop skills that will readily support the Council of Graduate Students Secretary position. As the document manager for NextGen, a young professional group at Battelle I currently maintain the minutes of the meetings, attendance, and other records. While at OSU I was the office assistant in the Olentangy Area Building Service Office, in this position I helped coordinate building repairs for twelve buildings, responded and tracked ~3,000 students' maintenance requests, and helped conserve our budget by developing a financial tracking system in Quicken. As a resident manager I was the only student manger in Stradley Hall. In addition to the interesting challenges that present themselves in a [then] freshman only residence hall, I managed 20 staff full time and 18 staff members part time. This position included drafting an application, reviewing and interviewing ~200 applicants, hiring and training 40 staff members. Once the staff was set this job required me to schedule 24 hour office coverage, RA on call shifts, maintain a building budget, provide quarterly reviews, and handle all building related issues. Tracking OSU information and supporting OSU students became my life for four years of undergraduate studies.

Since leaving OSU I've been employed at the Battelle Memorial Institute, where my position still surprises me on a daily basis. I am heavily involved in the financial management, project management, and ISO certification of my department. I've grown my ability to keep records as most of my work is auditable, and it is regularly audited! Additionally I manage our overhead budgets and pipeline efforts. I'm a key player for environment regulation and permitting of new technologies. I've delved into the geological efforts, developing a geological framework for Ohio, models for enhanced oil recovery, and developed time and cost saving practices for drilling operations. While at Battelle I've become known at Battelle by my volunteerism and involvement, I'm on several team volunteer efforts, lead charity drives, organize fund raising and social events, and have explored as many different parts of the Battelle community as possible. Also joined Battelle's softball league, soccer leagues (indoor and outdoor), kickball team, and Columbus's Ultimate Disc Associate which is community Frisbee league several of my coworkers are a part of. I absolutely thrive in a community; the CGS helps provide opportunities and community to OSU's graduate students.

Neither my work at Battelle nor my current position as a graduate student has filled my need to work with people. My projects are exciting, but once the deliverable is met I move on to a new client and a new project. The GSC Secretary position seems to be an ideal opportunity to re-immers myself within OSU and support my fellow students with the skills I've developed over the last seven years. An opportunity I need as much for myself as to support those with whom I interact with on a daily basis.

Morgan Schunn

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Education

Ohio State University-Columbus

PhD in Communication

Expected: May 2017

- Interdisciplinary specialization in college teaching

Ohio State University- Columbus

Bachelor of Arts in Communication

June 2012

- Minors: Professional Writing, Sociology

Research Interests

- Emotion in persuasive donation appeals
- Norm development and influence on attitudes and behavior
- Influence of new technology on social perceptions
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Academic Positions

Graduate Teaching Assistant

August 2013- Present

The Ohio State University

Classes Taught: Persuasive Communication

- Organize and prepare all aspects of class including schedule, lectures, and assignments
- Grade all exams, quizzes, assignments, and papers
- Lead all class periods including lectures, group activities and participation

Academic Awards

Graduate Fellowship

2012-2013

Journalism Program Scholarship

2011-2012

Name & Seal Scholarship

2010-2011

Wyer Scholarship

2010-2011

Conference Presentations

Schunn, Morgan & Rhodes, Nancy. (2014, May). *Emotional Cues and Thought Confidence*. Paper will be presented at the Annual Conference of the International Communication Association, Seattle, Washington.

Leadership, Service, and Work Experience

Including over 700 hours of various community service

Grant Judge

April 2014

Global Getaway Grant

Reviewer

November 2013

International Communication Association

Marketing Representative

June 2012- August 2013

City Barbeque

- Created local marketing plans and goals
- Created and distributed marketing materials

- Built relationships and partnerships with local organizations
- Recruited and planned nonprofit fundraisers
- Redesigned store front and layout

Communications Intern

June 2011-June 2012

Ohio State University, College of Veterinary Medicine

- Wrote, edited and distributed company publications
- Wrote and distributed press releases for events and research
- Promoted organization at local event booths

Supervisor, Employee of the Year 2011

October 2010-June 2012

Ohio Union Market

- Supervised staff and trained new employees
- Made custom-order entrees for guests

Writing Intern

December 2010-March 2011

Publishing Group Ltd.

- Interviewed subjects and PR professionals
- Compiled and wrote stories for City Scene Magazine, four community magazines, and Web
- Edited copy for print magazines

PR Committee Head, Webmaster

Columbus, Ohio

Public Relations Student Society of America (PRSSA)

June 2010-Present

- Designed and distributed bi-weekly newsletter and e-newsletter
- Organized, delegated, and managed PR tasks for the club
- Manage and update website and Carmen discussion blog

Student Communication Associate

Columbus, Ohio

The Practice (PRSSA's Student-run Firm), Client: Ride for World Health

September 2010- Present

- Interviewed riders and wrote profiles
- Compose and send press releases and event alerts

Awareness Chair, Treasurer

Columbus, Ohio

Ohio State Buckeyes for Canines

September 2009-Present

- Created and distributed promotional materials for club and events
- Researched, compiled, and pursued animal advocacy issues
- Planned and promoted "Beyond the Myth" movie screening

Dog Licensing Campaign Intern

Columbus, Ohio

Franklin County Auditor's Office

April 2010-June 2010

- Used Microsoft Excel to compile list of Franklin County vets and pet stores
- Contacted over 120 locations to ask to put up promotional materials
- Communicated with boss on progress while working from home

Webmaster, Public Relations Specialist, Membership Secretary

Fairfield, Ohio

Interact (Community Service Club)

August 2006-June 2009

- Served on the executive board for three consecutive years: planning, organizing, promoting
- Collected and organized member information and kept record in Microsoft Excel
- Corresponded with other organizations including Rotary to implement events and ideas
- Advertised club and events by maintaining club website and writing daily announcements

Professional Development and Certificates

Reach Suicide Prevention Certificate	April 2014
Writing Across the Curriculum Workshop	March 2014
Course Design Institute Certificate	March 2014
Plagiarism, Writing, & Ethics Workshop	February 2014
Creating an Inclusive Classroom Workshop	January 2014

Roger W. Anderson

107 Georgetown Rd. Apt A

Columbus, OH 43214 (216) 650-6840 anderson.2299@buckeyemail.osu.edu

Education

Ph.D. Foreign and Second Language Education, Ohio State University (anticipated grad. 2016).

M.A. Arabic Pedagogy, Middlebury College, (anticipated grad. Aug. 2015).

M.A. French and M.A. International Affairs- African Studies, Ohio University, 2009.

B.A. International Studies- European Studies, French, and Global Leadership Certificate, Ohio University, 2006.

Arabic Language Experience

Intensive Graduate Arabic School, Middlebury College at Mills College, Oakland, California, Summer 2012, 2013.

Fulbright Grant & Critical Language Enhancement Award, Arabic Language Institute in Fez, Morocco, 2010-2011.

Sultan Qaboos Cultural Center's Salaam Arabic Program, Dhofar University, Salalah, Oman, Summer 2009.

English Conversation Partner (with a Saudi Arabian student), Ohio University, Winter 2009.

Foreign Language and Area Studies Fellowship (Arabic Study), Ohio University, 2007-2008, 2008-2009.

Summer Cooperative African Language Institute (Arabic Study), University of Illinois, Summer 2008.

French Language Experience

Researcher for translation project (Al-Harali and the Wahdat-al-Wujud), Fulbright Grant, Fez, Morocco, 2010-2011.

Intern, Service Municipal d'Action Culturelle (Office of Cultural Affairs), Fort-de-France, Martinique, Dec. 2007.

Undergraduate Student Semester Abroad, Geneva, Switzerland, Kent State University, Fall 2003.

Intern, The Humanitarian Accountability Partnership, Geneva, Switzerland, Fall 2003.

Additional Language Study

Elem.- Intermed. Modern Hebrew, Segal College of Judaic Studies, Beachwood, OH, Feb – May 2012, 2013.

Advanced Spanish (as required by the MA French program), Ohio University, 2005-2009.

International Internships

Intern, International Visitor Leadership Program, Cleveland Council on World Affairs, Cleveland, OH, Dec. 2005.

Marketing Intern, U.K. Solutions Company at Gulf U. for Science and Technology, Hawally, Kuwait, Summer 2005.

Marketing Project, Chiang Mai Design -Jewelry, (Ohio U.'s GLC program), Chiang Mai, Thailand, Dec. 2004.

Government Relations Department Europe, Amnesty International USA, Washington, D.C, Summer 2004.

Work History

Solon Center for the Arts- Solon, OH

Program Assistant, Solon, OH, Feb-June 2013.

Outcomes:

-Helped in coordination of the afterschool Arts For Kids Programs

Universal Electronics- Twinsburg, OH

Consumer Affairs Representative, Twinsburg, OH, Nov 2012-Feb 2013.

Outcomes:

-Customer service troubleshooting for internet, cable, and telephone service providers

International Services Center- 815 Superior Ave E., Suite 100, Cleveland, OH

*Language Bank Coordinator**, Jan. 2012-May 2012

*Certified Notary Public in the State of Ohio, Commission expires March 2017

Outcomes:

- Fielded requests for translations and interpretation from individuals, social service agencies, courtrooms, etc.
- Coordinated document translation requests (60-100 per month) and interpretation requests (120-200 per month) from 20 languages to/from English, and between requestor and agency interpreter/ translator
- Handled all related customer service, notarizing and delivery of documents translated
- Prepared all price quoting, invoicing, and payment processing; disbursing payments to interpreters and translators

Ohio University Community Health Initiatives Program/ ComCorps Program

AmeriCorps Volunteer, Amesville, OH, Aug.2009- July 2010

Outcomes:

- Completed 1700 hours of community service, served as school nurse in a rural elementary school
- Led classes on health topics: hand-washing, nutrition, cultural diversity, anti-tobacco, puberty talks, life skills
- Recruited donors for Red Cross blood drives, organized H1N1 vaccination drives, health screenings
- Verified student compliance with Ohio Department of Health's school vaccination requirements
- Led an after-school club for middle school boys discussing issues of masculinity and violence against women
- Solicited monetary /foodstuff donations from the farmer's market for distribution to food pantries, compiled data

Ohio University Department of Modern Language- Athens, Ohio

Instructor of Elementary and Intermediate French, Sept. 2006 – June 2007, Summer 2008

Outcomes:

- Developed effective, engaging multimedia lesson plans and assignments appropriate for student learning
- Designed all tests and quizzes to measure student progress; record keeping of student evaluations
- Gained practical experience with teaching exclusively in French, utilizing pedagogical language theories

Amnesty International USA- Washington, D.C.

Online Action Center Moderator, New Media Department, June- Aug. 2004, part-time

Outcomes:

- Reviewed, responded to, and redirected to all email sent to AIUSA by its 300,000 members
- Aided members in resetting forgotten passwords and trouble-shooting account issues

Ohio University Department of Residence Life: Shively Hall- Athens, Ohio

Resident Assistant, December- June 2004.

Outcomes:

- Served as a mediator in resolving issues arising from communal living in residence halls
- Enforced the university's housing policies, including a ban on smoking, alcohol, and excessive noise.

Additional Leadership Positions

Reader, Undergraduate Scholarship Competition, College of Education, Ohio State University, Jan. 2014.

Camp Counselor, Big Brothers Big Sisters' Camp Oty' Okwa, S. Bloomingville, OH Summer 2006.

Councilmember, Senior Class Council, Ohio University, 2005-2006.

Vice-President, Phi Sigma Iota French Honors Society, Ohio University, 2005-2006.

Liaison Officer to the International Student Union, Association for Cultural Exchange, Ohio University, 2005-2006.

President, Ohio University Men's Club Rowing Team, Ohio University, 2004-2005.