

Megan Vogler, MPA, CCT

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EDUCATION

FORT LEWIS COLLEGE	Durango, CO
Undergraduate Degree in Business Administration - Hotel and Resort Management	Spring, 2008
KENNESAW STATE UNIVERSITY	Kennesaw, GA
Graduate Degree in Public Administration - Nonprofit Management	Spring, 2012

SUMMARY

- Five years of supervisory experience in a collegiate environment
- Two years of experience as a Collegiate Fundraising Manager, where I hired, trained and facilitated the successful phonathon program utilizing *Raiser's Edge* in the evening and managing the office during the day
- Three years managing the successful Student Ambassador program, where I hired, trained and managed ten students
- Six years of experience advising adult and active military/veteran students and assisting with all onboarding admissions needs, including: coordinating course schedules, maintaining student records, processing international student paperwork, hiring professors, and all military paperwork
- Six years of experience working as a collegiate recruiter in Charleston's highly competitive market, making connections with the local community to assist in enrollment growth

PROFESSIONAL WORK EXPERIENCE

Trident Technical College	November 2017 – August 2018
<i>Business Development Representative</i>	North Charleston, SC

- Completed training and testing to become a Certified Contract Trainer (CCT)
- Continuously sought sales opportunities to support a healthy contract sales pipeline for Continuing Education
- Identified, developed, and maintained relationships with experts and leaders in the community
- Researched contact information for decision-makers and influencers for companies and organizations in the Greater Charleston area
- Conducted introductory calls with clients utilizing *Lumens* software
- Contacted regular and prospective clients to explain credit and non-credit offerings and solicit contracts, with the overall goal of bringing in three-times my income in profit for the school per year
- Assisted existing and prospective businesses with the paperwork for the Enterprise Zone Act (EZA), state-funded retraining program
- Lead the Employee Recognition Committee for Continuing Education Staff and Instructors
- Participated as a member of the Administrative Professionals Day Conference Planning Committee

Trident Technical College	April 2014 – November 2017
<i>Workforce/Military Recruiter</i>	North Charleston, SC

- Worked with Human Resource departments of larger companies in the Tri-County area to provide educational opportunities for their employees
- Performed presentations at businesses and community organizations in order to promote the college as well as assisted students with the enrollment process, including financial aid and scholarship information
- Cold called potential students to assist them with the enrollment process
- Organized the Berkeley Teacher of the Year event by coordinating with Berkeley Chamber of Commerce, Berkeley County Schools, and the President's Office of Trident Technical College
- Assisted with large on campus events for high school recruitment purposes
- Assumed leadership of the Student Ambassador Program, where I restructured and revitalized the existing program to improve effectiveness and efficiency
- Trained and assisted the military liaison who advised students at Joint Base Charleston's Naval Weapons Station through the complete enrollment process, including proctoring Accuplacer exams and developing on base classes
- Participated in school, business, and military community events while utilizing promotional as well as educational materials

- Worked one-on-one with potential students to facilitate a smooth on-boarding experience including assisting with the application process and providing campus tours
- Participated in community outreach programs as a committee member: Charleston Young Professionals, Tri-County Veteran Support Network, and Lowcountry Educational Admissions Representatives Network

Saint Leo University

October 2012 – April 2014

Academic Advisor/Recruiter

North Charleston, SC

- Facilitated the retention of students through the selection of classes, professors, and assisting in technology trouble shooting utilizing *Datatel* software
- Lead student registration, curricular advising, and necessary international student paperwork
- Actively marketed and participated in the branding of this new center in the community, including creating valuable corporate agreements with local companies
- Developed and implemented organizational strategies and guidelines to better meet the needs of a highly accredited university
- Lead one-on-one financial aid consultations to ensure a responsible as well as educational experience for students, including certifying veterans as well as active military students as the center's Certifying Official
- Developed strategies to target the military student market for recruitment purposes

Kennesaw State University

January 2011 – May 2012

The Office of Alumni Affairs

Kennesaw, GA

Graduate Research Assistant (GRA)

- Hired, trained, and managed a team of ten student assistants in fundraising through the phonathon fund drive
- Learned higher education fundraising techniques and successfully trained students to properly represent their university as "cold calling" student ambassadors through the use of *Raiser's Edge* software
- Supported, as her GRA, the Director of Annual Giving in various tasks from office organization to research assignments by establishing best practices techniques (ex. proper market segmentation to increase gifts)
- Promoted the Association through in-class and graduation presentations as well as the coordination of events on campus, marketing to future active alumni