

Victoria Bliss Adkison

601.917.5545

vbadkison@gmail.com

Summary of Qualifications

- Experience in conducting qualitative and quantitative research and analysis for use in management decisions, student enrollment projection, institutional effectiveness, and other institutional planning initiatives.
- Executes meetings with faculty/staff concerning comprehensive standard 3.3.1 (Institutional Effectiveness) ensuring compliance with the Southern Association of Colleges and Schools in regards to the Annual Review Report, the Five Year Review Report, and General Education Assessment
- Assists in maintaining and generating information for the institution's annual reporting system
- Assists in the multi-department work initiative to create a General Education Assessment module for the annual reporting system and a Five Year Review reporting system
- Maintains and generates information from semester course evaluations
- Experience using SAS in analyzing course evaluations each semester
- Assists in the designing and conducting of faculty/staff workshops, seminars, and other professional development processes focused on assessment and institutional effectiveness
- Assists faculty/staff in the creation, distribution, and analysis of online surveys utilizing Qualtrics survey software
- Updates annual and semester reports on the OIRPA website
- Served as Secretary on the following committees for the University of North Alabama: Institutional Effectiveness, Council of Academic Deans (proxy), Strategic Planning and Budget Study, Faculty/Staff Welfare, Administrative Task Force, Staff Senate (proxy)
- Serves as Member on the following committees for the University of North Alabama: Administrative Task Force, and Animal Care and Use
- Experience in course set up and workflow in Canvas (LMS)
- Experience as Clinical Teaching Assistant for Department of Management and Marketing at The University of North Alabama

Relevant Skills

Management and Administrative Experience

- Excellent oral and written communication skills in relaying information concerning data requests, scheduling, and office duties to faculty, staff, and upper-level administrators
- Excellent time management, multitasking and prioritizing skills when fulfilling internal and external requests
- Provides strategic planning leadership in business environments by conducting adequate research related to growth and development of a company and by leading by example in conflict-resolution scenarios.
- Managed 10 employees in a state regulated facility, maintaining an atmosphere of exactness, efficiency, and attention to detail
- Managed five independent contracted music teachers in privately owned studio, maintaining an atmosphere of exactness, efficiency, and attention to detail.

- Excellent critical thinking, and decision making skills, as demonstrated by organization of work unit, management of employees, employee training and retention, and employee moral
- Excellent collaboration, team building, and delegation skills as demonstrated by working with a diverse community within university's shared governance committees, nursing facility's medical chart review committees, and various event committees
- Assists in processing correspondence and data that are vital to organizational compliance to state and federal agencies such as the Alabama Commission on Higher Education (ACHE) and the Integrated Postsecondary Education Data System (IPEDS)
- Compliant management of sensitive and confidential data as represented by patient charting, insurance customer profiles, and student/employee information
- Managed unit budgets that exceed \$500,000
- Successful distribution, cataloging, and filing of documents according to the OIRPA procedure
- Preparation of reports ensuring accuracy of data and clarity of presentation for business making decisions used by upper administration
- Designed and implemented efficiency programs and systems aimed at streamlining office services, saving large sums of money for various organizations
- Completed certificate in Quality Improvement Management from the American Management Association

Information Systems and ERP with SAP Experience

- Experience with programming languages PHP, SQL, and HTML
- Experience with Oracle SQL Developer, MySQL, SAS, and Microsoft Access
- Proficient in Microsoft Office Suite, Google Docs, Adobe, and Drop Box
- Executed extensive course work involving SDLC, project management, and database management
- Completed four semesters of module ERP course work within SAP
- Utilization of ERP system, Banner, within university setting to complete work flow processes
- Extensive business process integration theory and practice
- SAP module work within Sales and Distribution(SD), Production Planning and Execution (PP), Controlling (CO), Materials Management(MM), Human Capital Management (HCM), and the Financial Accounting (FI) departments
- Basic understanding of intranets, extranets, internets, virtual private networks, and local area networks
- Extensive data analysis performed with Microsoft Access
- Extensive use and manipulation within learning management software-Canvas
- Basic experience in the utilization of computer applications for analysis and reporting such as ARGOS, Microsoft Access, SAS, and Tableau

Marketing and E-Commerce Experience

- Utilization of e-commerce marketing analytics and management tools such as Google Analytics
- Web site creation using applications
- Web site management using applications such as Cascade Server
- Organization of marketing campaigns for specific product (automotive insurance sales)
- Internet search engine results assessment using keywords

Employment History

Assessment Analyst, University of North Alabama; Florence, AL. 2017-present

Clinical Teaching Assistant, University of North Alabama; Florence, AL, 2017-present

Senior Administrative Assistant, Office of Institutional Research, Planning, and Assessment;
University of North Alabama; Florence, AL, 2015-present

Administrative Assistant, Office of Institutional Research, Planning, and Assessment;
University of North Alabama; Florence, AL, 2014-2015

Internet Assessor, Lionbridge Technologies; Waltham, MA, 2016

Administrative Specialist, Department of Music, University of North Alabama; Florence, AL, 2012-2014

Owner/Operator, Renana Studios, LLC; Florence, AL, 2011-2016

Sales Representative, State Farm Insurance; Florence, AL, 2010-2012

Dietary Manager, El Reposo Nursing Facility; Florence, AL, 2007-2008

Marketing/Sales Coordinator, Meridian Coach and Travel; Meridian, MS, 2003-2011

Education

Master of Business Administration	2016	University of North Alabama
Dual concentration: Information Systems and ERP/SAP		

Bachelor of Arts	2010	University of North Alabama
Minor in Business Administration		

Associate Degree of Arts	2006	Meridian Community College
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Certificates

Quality Improvement Management	2017	American Management Association
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