Norton, Megan

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## Education

Sam Houston State University

Degree: Bachelors of Business Administration

Major: Marketing

Current Cumulative GPA: 3.58

Expected graduation date: May 2019

**EXPERIENCE**

## Administrative Assistant | Top GUns Land Company | December 2016-Present

* Manage showing appointments for over 30 real estate agents in the Houston area to show clients properties on the market
* Assist the owner in daily operations and special projects as needed
* Run Twitter, Facebook business page, Instagram, and Pinterest for Top Guns Land Company. Plan weekly content, analyze growth of the platforms, and manage social media promotions.
* Design and distribute marketing material for real estate agents and or specific properties on the market

## Student Assistant | Sam houston state University Payroll Office | December 2016-Present

* Enter name/address/social security number changes into the Sam Houston State University main database
* Scan and index documents containing confidential information such as direct deposit information, insurance forms, and timesheets
* Answer phones and assist employees with questions and direct them on where to find various forms
* Organize and file payroll paperwork

## Leadership/Involvment

* Sam Houston State University APICS- The Association for Supply Chain Management member
* President, Spring 2018-Present
* Social Media Assistant and Fundraiser Chair, Fall 2017-Present
* Alpha delta Pi Panhellenic Sorority member, Fall 2015-Present
* The Bearkat History Club Member, Fall 2015-Present
* Bearkat Marching Band: Feature twirler, Fall 2016
* Head Feature Twirler Fall 2017

## Volunteer Work

* Juvenile Diabetes Research Foundation- Checked in runners at the JDRF run in The Woodlands, TX
* Ronald McDonald House Charities- Volunteered to do activities with sick children and their families at the Ronald McDonald House, completed fundraising efforts, and volunteered for a color run benefiting Ronald McDonald house where my sorority raised over $25,000 for the organization
* Boys and Girls Club- Volunteered to interact with kids whose parents could not afford day-care, organized group games and activities for the kids, and assisted with homework after school
* Highway Cleanup- worked with a group of students to clean up highways in Huntsville, TX during a 3 hour period twice per year

**SKILLS AND ABILITIES**

* High computer literacy, Proficient in Microsoft applications, Trained in Hootsuite and Buffer