
Megan Wright

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Experienced University Admissions Professional

Highly motivated and experienced admissions professional seeks opportunity to exercise and increase diverse skills in areas such as international admissions, admissions processing, student recruitment, data analysis, event planning, customer service, and program management.

Employment History

THE UNIVERSITY OF HOUSTON, Houston, Texas (2014-present)

Assistant Director - Graduate/International Admissions, the Graduate School

Instrumental in the rollout of new fully online graduate application and prospective student CRM system, including faculty/staff training, change management, and integration with existing PeopleSoft system. Managed staff of 8 full time employees responsible for Form I-20 issuance, domestic and international transcript processing, and in house international transcript evaluation. Standardized admissions practices across a diverse, and decentralized campus via monthly staff training and the sharing of best practices in admissions processing. Provided and administered recruitment tools to be utilized at all stages of the enrollment funnel.

THE UNIVERSITY OF HOUSTON, Houston, Texas (2014)

Assistant Director - Student Records, the Graduate School

Oversaw current student records through processes of petitions, medical leaves, etc. Helped develop procedural statements for the enforcement of University policy. Served as resource for college and department level staff regarding the appropriate application of university policy.

THE UNIVERSITY OF HOUSTON, Houston, Texas (2011-2014)

Program Manager, Office of Graduate Studies, College of Education

Performed duties as lead staff member in an academic support office which included data entry and analysis, customer service, and materials coordination. Piloted multiple projects in order to improve office and college efficiency, such as creating a policy and procedures manual, creating and managing a database of student information in order to provide reliable and relevant student data for multiple graduate programs, improving reporting procedures in order to comply with state and programmatic requirements, and streamlining the admissions review process for graduate students. Was selected for "Emerging Excellence" management training through University HR department. This high-demand position required excellent time management and multi-tasking abilities, as well as the ability to quickly assimilate and apply new skills, including SQL and advanced Excel skills.

Program Coordinator, Office of Graduate Studies, College of Education

Facilitated the creation of the Office of Graduate Studies in which administrative functions were streamlined in order to improve customer experience for students, faculty, and staff. Responded to faculty and applicant needs quickly and efficiently in coordinating applications for eight graduate programs. Evaluated and approved graduation applications for all graduate students in the College of Education. Acted as executive assistant for Associate Dean of Graduate Studies.

THE MONARCH SCHOOL, Houston, Texas (2008-2011)

Literacy Teacher

Fulfilled a key role in the development of lesson plans and presentation of compelling, educational content spanning English literature and language, creative writing, and social studies, for an audience of students that have been diagnosed with neurological differences. Diligently tracked each student's academic progress throughout the course of the school year, quickly and decisively identifying areas where improvement would be required to achieve a passing grade. Devised effective instructional plans and fashioned innovative strategies to educate individual students with diverse learning styles. Collaborated with parents and other staff members to provide each student with the framework necessary to attain the highest standards of achievement. Orchestrated the successful performance of annual Stanford testing for each department, including the conduct of rigorous statistical analysis of all results.

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ABC LANGUAGE ACADEMY, Prague, Czech Republic

(2007-2008)

Preschool Teacher

Leveraged superior organizational skills and teaching expertise to design and administer innovative lessons, games, and activities to spark the interest and capture the imagination of children ranging in age from 3 to 6 years old. Instrumental in ensuring that each student received the proper and appropriate levels of instruction, supervision, and guidance. Seamlessly executed an effective discipline and reward system, delivering an increased awareness of responsibility and consequences to the children and encouraging emotional and social development.

VARIOUS LANGUAGE SCHOOLS, Prague, Czech Republic

(2005-2007)

Contract Instructor

Instrumental in teaching high level business executives, managers, government officials, and human resources professionals to achieve the highest degree of English language proficiency. Empowered clients to successfully navigate business interactions conducted in English. Collaborated with key members of the Czech government to meet and overcome linguistic challenges associated with their ascension to the European Union presidency.

WILBUR WRIGHT COMMUNITY COLLEGE, Chicago, Illinois

(2003-2005)

Instructor, English Department

Provided stimulating educational opportunities for several classes of undergraduate students in courses that included *English Composition 101* and *English Composition 102*, focusing on essay writing and research writing. Charted the anticipated weekly progress of each course using written syllabi. Reinforced learning and retention of knowledge through lectures, compelling class discussions, and the application of technology. Evaluated each student's command of the material through the administration of exams. Contributed time and effort to a variety of committees, including the Great Books Committee, 101 Committee, 102 Committee, and Professional Development Committee. Leveraged superior research, writing, and presentation skills to present an academic paper at the Great Book Symposium (2004).

JUNIOR STATESMEN SUMMER SCHOOL, San Mateo, California / Evanston, Illinois / Princeton, New Jersey

Resident Director and Resident Assistant

Directed all aspects of the effective supervision of high school students in a dormitory environment for the largest high school student-run organization in the country, dedicated to the development of leadership skills. Gained invaluable expertise in the enforcement of rules and codes of conduct, conflict mediation, counseling, and emergency management. Seamlessly coordinated a variety of administrative responsibilities, including the establishment of a speaker program, providing support to professors, and social event planning.

Education and Certifications

OXFORD HOUSE TEFL

Prague, Czech Republic

TESOL Certificate

UNIVERSITY OF CHICAGO

Master of Arts Degree in the Humanities

WASHINGTON UNIVERSITY IN ST. LOUIS

Bachelor of Arts Degree in English and Education

Cum Laude

Member, Sigma Tau Delta