

# Megan Williams

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## EDUCATION

**Texas A&M University**, College Station, Texas

**December 2019**

Bachelor of Business Administration in Management Information Systems

University Honors

GPA: 3.945

## WORK EXPERIENCE

**DI Help Desk**, College Station, Texas

**September 2018 – Present**

*IT Technician*

- Assists with upgrade implementations, application support, and network infrastructure expansions
- Follow documented workflow and established standards to resolve routine and newly reported issues
- Troubleshoots and assists with physical installations of Desktops and Laptops

**Anadarko**, The Woodlands, Texas

**May 2018 – August 2018**

*IT Audit Intern*

- Performed review of over 117,000 documents through the creation of an ACL script to find documents with missing metadata and incorrect metadata
- Analyzed users in user groups through a PowerShell script in order to mark discrepancies
- Created optimization practices through audit of document management system by analyzing business processes and information technology controls

**The Association of Former Students**, College Station, Texas

**January 2018 – May 2018**

*Student Caller*

- Negotiated with former Aggies in order to increase donations for the Association of Former Students and Century Club
- Raised funds for scholarships and the general fund with over \$20,000 in contributions

## AFFILIATIONS

**Phi Beta Lambda** (co-ed Business Fraternity)

**January 2017 – Present**

*Career Chair, Mentor, and Webmaster*, August 2017 - Present

- Network with IT professionals to organize guest speakers while also mentoring and guiding new pledge class
- Adapt previous website for new semester by designing new layouts and replacing outdated information with more relevant data

**American Business Women's Association**

**August 2016 – Present**

*Member*

- Enhanced understanding of business-related topics through meetings with professional speakers

**Lech-Fadden Community Council**

**August 2016 – May 2017**

*Planning Committee*

- Implemented new ideas to fundraise and increase student involvement by 28% within the community
- Conducted and computed polls to assess involvement and interest in hosted events put on

## ACTIVITIES

**Mays Career Closet** (*Internal Operations Committee*)

**August 2017 – Present**

**Replant** (*Development Committee*)

**August 2016 – Present**

## SKILLS

Tableau, C#, Microsoft Office, PowerShell, ACL, SQL, TOAD, WordPress, SharePoint