

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: 3.931

WORK EXPERIENCE

Anadarko, The Woodlands, Texas

May 2019– August 2019

ITS Engineering Systems Intern

- Created process and database diagrams to give insight into program usage and database needs
- Added new central database feature to program for the purpose of storing analysis created by petroleum engineers
- Coordinated setup of database server with server team and vendor
- Submitted and facilitated testing for 8 new application packaging requests for out-of-date programs

DI Help Desk, College Station, Texas

September 2018 – May 2019

IT Technician

- Assisted with upgrade implementations, application support, and network infrastructure expansions
- Followed documented workflow and established standards to resolve routine and newly reported issues
- Troubleshoots and assisted 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
- Created optimization practices through audit of document management system by analyzing business processes and information technology controls
- Analyzed users in user groups through a PowerShell script in order to mark discrepancies

Ruffalo Noel-Levitz, College Station, Texas

January 2018 – May 2018

Student Caller

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

AFFILIATIONS

Replant

August 2016 – Present

Development Executive, November 2018 - Present

- Engage students in planning of Replant Day and other community service events in the local area
- Facilitate succulent sale of over 1,200 succulents resulting in profits of over \$10,000

Phi Beta Lambda (co-ed Business Fraternity)

January 2017 – Present

Career Chair and Mentor, August 2017 - May 2018

- Networked with IT professionals to organize guest speakers while also mentoring and guiding new pledge class

Webmaster, August 2017 - May 2019

- Redesigned public website each semester to update information and stay current with UI/UX standards

SKILLS

Visio Professional, Tableau, C#, ASP.NET, PowerShell, ACL, SQL, TOAD, Microsoft Office, SharePoint, Teams