MARGARET L. QUEEN, BFA

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EDUCATION

The Ohio State University
Spring 2020
BFA, Cum Laude, With Distinction in Art, Specialization in Studio Glass Art
GPA: 3.54

Ohio University
Summer 2008
Associate in Individualized Studies (AIS): Art, Journalism, and Visual Communication
GPA: 3.60

TECHNICAL EXPERIENCE & TRAINING

- Adobe Creative Cloud
- Bootstrap customized JavaScript plugins (i.e., Affix, Scrollspy)
- Certified Internet Webmaster (CIW) Site Designer
- Content Management Systems (e.g., CommonSpot, Drupal, Oracle, WordPress)
- eLeave, eReports, eRequest, eTravel (OSU systems)
- Fast Track to ColdFusion
- HTML, CSS, JScript
- JavaScript & HTML Scripting

- Microsoft Office Suite
- MySQL/Maria Database via PHP MyAdmin
- PeopleSoft HR & SIS
- Photography
- PHP 5.6 (beginner)
- Qualtrics
- Social Media: Facebook, Instagram, LinkedIn, Twitter, Yammer
- Tableau
- Workday EMS

PROFESSIONAL EXPERIENCE

The Ohio State University Comprehensive Cancer Center (OSUCCC) Research Administration, 2021–present
Document Specialist (Office Associate)

- Perform Document Specialist development, creation, compilation, formatting, proofreading, editing, interpretation, compliance, knowledge sharing and learning for The Ohio State University Comprehensive Cancer Center Research Administration Program Grants Development and Grants Administration offices working closely with ~16 team members under the direction of two Directors
- Lead the National Institutes of Health (NIH)-required compliance reporting and guidelines interpretation/process development for Public Health Services Other Support and Biographical Sketches (DOD, too) interacting directly with scientific investigators (e.g., Principal Investigators), the Office of Sponsored Programs, OSU department administrators/managers, and staff of educational institutions throughout the nation
- Verify budget amounts and sub-project association for key personnel Other Support using NIH RePorter
- Utilize Adobe Acrobat, Photoshop, Cayuse (S2S) Research Administration Software, MS Office 365 (e.g., Excel, Word, Outlook, PowerPoint, Teams), OSU Contract, Financial, HR Management Systems PI Portal, ePA-005, WorkDay, and Zoom

- Develop, maintain, and update publications lists and post-submission materials by searching for and obtaining PMIDs/PMCIDs and institution affiliations from NIH National Library of Medicine's database PubMed to confirm compliance/non-compliance
- Provide extensive support with preparation of documents for pre-award/post-award program (P01), research (R01), training (T32), grant applications, proposals, submissions, and follow-up research performance progress reports (RPPR)
- Read funding opportunity announcements (FOA) checking for formatting compliance of proposal documents
- Collect, format, PDF, and upload grant applications/proposal documents to electronic submission systems in accordance with grant writing standards and sponsors' specifications/guidelines
- Provide professional and confidential basic to complex administrative support to the Directors: calendar management, document preparation, take meeting notes, schedule team trainings
- Be an excellent detail-orientated, organized, and flexible autonomous high-performer and team player in a high-volume, deadline-driven dynamic environment

The Ohio State University Office of the Chief Information Officer (OCIO), 2012–2015
(2015 – Reduction in Force (RIF). 2016 – Became full-time student graduating Spring 2020 from OSU with honors.)
Logistics Coordinator

- Coordinated and provided administrative support to senior and project leaders for Ohio State's enterprise application projects including the PeopleSoft-based HR and Student Information Systems (SIS)
- Managed communication activities for the HR SIS PeopleSoft upgrade project and OSU campus fundraising campaigns including initiating, writing, editing, distributing communications
- Designed and developed a responsive proof of concept website for the Financial Enterprise Replacement Project (FERP)
- Monitored completion of risks and issues critical to the project
- Capstoned/Reopened PeopleSoft design documents using Oracle Digital Content Management (DCM)
- Managed HR SIS upgrade go-live logistics (i.e., contract negotiation, vendor management)
- Proofread, edited, and published technical training materials and blog posts using Drupal and WordPress
- Analyzed policies to create and revise procedures and guidelines
- Coordinated activities for the onboarding and roll-off of consultants
- Supported logistics for meetings, special events, and workshops
- Served as lead logistics coordinator for the OSU-hosted Committee on Institutional Cooperation (CIC) Chief Information Officers (CIO) TechForum Conference
- Participated as a Pelotonia Rider and Captain for Team Buckeye while leading team fundraising activities and events
- Provided leadership for multiple university charitable fundraising campaigns and events including Bucks for Charity, Operation Feed, and served on the OSU Campus Campaign Council
- Managed social media campaigns for charitable events
- Served as an Ohio State Buckeye Wellness Innovator (We surprised the OSU Chief Wellness Officer and staff: Please scroll to 16m 17s www.youtube.com/watch?v=Ov-XEvRa-n8&feature=youtu.be&t=16m17s)
- Provided management and supervisory duties for student assistant employees

The Ohio State University College of Dentistry Division of Dental Hygiene, 2009–2012
Office Administrative Associate

- Served as assistant to the Chair, administrative lead, division internal/external liaison, and supported our faculty and students
- Managed and reconciled budgets
- Managed communication activities to include the division website, Facebook, digital and print resources, and the alumni listserv
- Revamped and maintained the division website and the Program and Clinic Manual
- Redesigned the alumni newsletter
- Coordinated and oversaw arrangements for events and collaborated with college staff
- Shared software knowledge and techniques with division and college staff and faculty
- Created grading system utilizing MS Excel and the available Remark scanning system
- Conceptualized and created the slogan for the division; winner of a college contest in 2010
- Captured photographs for the division website as well as for college and university publications

Ohio University, College of Arts and Sciences, Department of Geography, 2007–2009
Administrative Coordinator

- Served as assistant to the Chair, administrative lead, division internal/external liaison, and supported our faculty and students
- Monitored departmental and grant budgets and maintained accountability for expenditures
- Processed/authorized office expenses including purchasing card transactions for faculty
- Prepared confidential faculty and graduate contracts
- Designed, developed, created, marketed, maintained website and managed listservs
- Organized special events
- Oversaw printing and distribution of printed and electronic publications
- Developed databases, spreadsheets, and reports
- Taught faculty in the use of newly implemented university-wide travel and expense system
- Captured photographs for website and publications
- Supervised, trained, coordinated student work assignments
- Revived the "Geogram" alumni newsletter

Ohio University Office of the University Registrar 2004–2007
Document Specialist (promotion; first hired as Records Management Assistant in 2004)

- Coordinated, proofread, edited, prepared for publication, worked with publisher, and uploaded to server the quarterly "Schedule of Classes"
- Assisted with implementation of Ad Astra scheduling software and provided on-demand user support for colleges, schools, and departments
- Created and maintained web pages using CommonSpot Content Management System
- Instructed temporary employees and student workers
- Assisted supervisor and administrative staff with special projects as needed (e.g., analyzed reports, designed and created forms, brochures, signs, learning materials)

Records Management Assistant

- Worked in Registration and Scheduling Divisions
- Entered complex class data into Student Information System (SIS) for colleges, schools, and departments campus wide
- Registered for classes and provided excellent customer service to students

Ohio Valley Area Libraries (OVAL) Regional Library System, 1989–2004
Continuing Education Coordinator*; Communications Coordinator*; Administrative Assistant for Member Services*; Administrative Assistant/Deputy Clerk (*promotion)

- Assisted executive director with state and federal grant proposals and statistical report preparation
- Performed desktop publishing; created graphics
- Developed online book lending system that won the Ohio Public Library Information Network (OPLIN) Award for Innovation Honorable Mention
- Developed intranet for staff and trustees
- Collaborated with executives and peers of Regional Library Systems, State Library of Ohio, OPLIN, OhioLink, et. al., to promote, coordinate logistics, and implement training programs
- Generated bimonthly payroll
- Served as EEO Officer
- Coordinated, conceptualized, designed, created websites and materials, captured photographs for annual statewide library technology conference
- Hosted and coordinated statewide technology conference follow-up training collaborating with State of Ohio videoconferencing technical staff
- Presented workshops on Adobe Photoshop
- Initiated, created, and implemented computerization of the requisition and purchase order process

VOLUNTEER EXPERIENCE, HONORS, AWARDS, CAUSES

- 2013–2015 OSU Campus Campaign Council
- 2015 OSU Team Buckeye Pelotonia Rider and Captain
- 2013, 2014 OSU Team Buckeye Pelotonia Rider
- 2013 OSU Most Innovative Buckeye Wellness Innovator Team Award
- 2012 OSU Campus Campaign Volunteer Award
- 2006–2008 OU Classified Senate Webmaster
- 2002–2004 Ohio Library Support Staff Institute (OLSSI) Web Leader, Web/Graphics, PR Coordinator, Steering Committee Member

EDUCATION ABROAD
5/9-6/3/18
"Pathways: The Influence of Ancient Art on Contemporary Art"
Siena Art Institute (SART), Italy

TEACHING ASSISTANTSHIP
7/15-7/19/19
Joanna Manousis
"Core Cast Glass Methods"
Toledo Museum of Glass, Toledo, OH

AWARDS, GLASS ART EXHIBITIONS, HONORS
2020 Glass Art Society (GAS) Virtual Conference
Student Exhibition
5/21-5/23/20

BFA Senior Thesis Exhibition
College of Arts and Sciences
Division of Arts and Humanities
Department of Art
4/14-5/2/20
Virtual, Urban Arts Space
uas.osu.edu/2020-bfa-exhibition/margaret-queen

Windgate Fellowship Nominee, 2020
Center for Craft, Asheville, NC

Arts Undergraduate Research Grant, 2020
College of Arts and Sciences

"Wunderkammer 7: Persevere"
28th Annual Fergus Juried Scholarships Award & Exhibition
1/6-1/24/20
Hopkins Hall Gallery,

"Wunderkammers 5.0, 5.1, and 5.2"
Curator, Artist
"Visual Depiction of the Human Condition" Exhibition
5/18-6/22/19
City Center Gallery

"Wunderkammers 1 and 2"
Undergraduate Juried Art Scholarships Award & Exhibition Aida Cannarsa Snow Endowment Scholarship for Significant Undergraduate Achievement & Research
2/25-3/29/19
Hopkins Hall Gallery

"Wunderkammers 3 and 4"
27th Annual Fergus Juried Scholarships Award & Exhibition
1/2-2/2/19
Urban Arts Space

"Italy"
Found paint & glass
"Pathways: The Influence of Ancient Art on Contemporary Art"
6/1/18
Siena Art Institute, Italy

"Bracelet"
Undergraduate Juried Art Scholarships & Exhibition
Mary Martin Picarillo Endowment Scholarship
2/26-3/30/18
Hopkins Hall Gallery

CONFERENCES, WORKSHOPS
5/18-5/20/18
47th Annual GAS Conference: "The Glass Path"
Murano, Italy

7/10-7/21/17
Angus Powers
"Summer Glass Workshop" (Glassblowing)
Alfred University, Alfred, NY

6/19-6/24/17
Claudia Borella
"Transferring Identity" (Kilnforming)
Corning Museum of Glass, NY