

Karen A. Larsen

101 Terrapin Court, Carrollton, Georgia 30116 404-483-2683 email: klarsen@westga.edu

EDUCATION

University of West Georgia, Carrollton, GA

Accredited by the AACSB (American Assembly of Collegiate Schools of Business)

Master of Business Administration ~ December 2015

Bachelor of Business Administration ~ Marketing December 2009

EXPERIENCE

University of West Georgia

2016 - Present

Part-time Instructor - Richards College of Business, Marketing Department

- Teach undergraduate Business Education class (ABED 3100 - online). Spring 2016 – current. Mentor students on career counseling, interview techniques, and personal development and communication skills.

University of West Georgia

1997 - 2016

Carrollton, Georgia

Department Assistant - Department of Marketing and Real Estate

Supervisor: Dr. Salil Talpade

- Manage daily operations of Marketing and Real Estate Department.
- Assist department chair and business education director with course offerings and order books on semester basis.
- Help to advise and direct students in their course of study and graduation plan.
- Responsible for departmental budgeting, travel forms, travel arrangements, expense reports, purchase orders and e-pro ordering, petty cash reimbursement, and check requests.
- Manage two study-abroad programs per year from start to travel dates consisting of average of 20 students per program.
- Responsible for department incoming phone and directing/handling calls for fourteen faculty members.
- Supervise 2 graduate research assistants and one student assistant per semester.
- Coordinate with instructors on tests, quizzes, syllabi, etc. Help professors with promotion and tenure activities as needed.

Private School System

1987 - 1997

The Georgian School/Oak Mountain Academy

Carrollton, Georgia

Supervisor: Susan L. Ogletree

- Responsible for complete payroll, accounts payable, general ledger and accounts receivable for

- approximately 200 accounts.
- Handled quarterly tax preparation and reconciliation of bank records and tax deposits.
- Implemented start-up of computerized student billing using IBM/System Two personal computer. Ordered all books and supplies for schools.
- Organized all field trips and handled court documents on a per-diem basis.
- Put together fund raisers, including Annual Auction, designed brochure and carried out all associated advertising and routed all incoming calls for both schools.

Fairfield Plantation

1984 to 1987

Villa Rica, Georgia

Accounts Payable/System Operator/Maintenance Secretary

- Input all journal entries, budget, cash payments, and accounts payable. Responsible for all accounts payable input, large scale cash disbursements, journal entries and reconciliation.
- Promoted to system operator after one year of employment. Controlled mainframe operation and troubleshooting in IBM System 36.
- Ran all data reports including general ledger, statement of operations, balance sheet, and trial balance.
- Controlled operation of two other departments connected to mainframe.
- Built and ran programs as required by corporate office and transmitted and received all reports via data line. Began as maintenance coordinator which included writing, submitting, and following through on work orders to six maintenance personnel.

Hamot Medical Center

1980 to 1984

Erie, Pennsylvania

Medical Transcriptionist

- Transcribed all Physical Rehabilitation notes which included Sports Medicine, EEG's, EMG's, Speech Pathology and Audiology, Physical Therapy, Rehabilitation Staffing, Occupational Therapy, etc.
- Qualified to transcribe outpatient histories and physicals, x-rays and nuclear medicine.
- Underwent extensive training on the Wang VS100 for producing all reports and completed basic text editing on the equipment.

SKILLS

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- Well-trained using the following computer programs: Microsoft Office Suite Word, (Powerpoint, Excel, Access, Internet Explorer, Outlook), and various browsers, Google Chrome, Prezi and Emaze presentation software.
 - SPSS (Statistical Products and Service Solutions)
 - Use student applications daily in the Banner University System and Web CT/Course Den