

# MALLORY BECK

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## EDUCATION:

**Auburn University** | Auburn, AL

*Master of Education in Higher Education Administration* | August 2022

**Auburn University** | Auburn, AL

*Bachelor of Arts in Public Administration* | December 2015

## EXPERIENCE:

**Auburn University College of Agriculture** | Auburn, AL

*Academic Advisor* | January 2023-Present

- Serve undergraduate students, faculty, and staff within the College of Agriculture
- Advise undergraduate students in matters related to academic & career goals, choice of majors and minors, course load balance and scheduling, study habits, academic action, and problem resolution to ensure a positive undergraduate experience
- Interpreting and upholding university and college policies and procedures for students, faculty, and staff to ensure compliance and understanding
- Participate in prospective student orientations, recruiting efforts, and campus visits such as Camp War Eagle, Successfully Orienting Students (SOS), Pre-Advising Workshops (PAWs), and Tiger Friday events to promote the university and college opportunities and prepare students for successful transition to college
- Mentor new academic advisors hired by the College of Agriculture
- Develop and maintain professional relationships with colleagues both on campus and at other postsecondary institutions to enhance collaboration within this career field
- Complete and verify necessary student-related documentation such as VA forms, plans of study, minor completion forms, and graduation audits
- Evaluate and maintain confidential student records

**Auburn University Student Affairs Business Office** | Auburn, AL

*Financial Coordinator* | January 2022-January 2023

- Prepares monthly financial statements and various reports for the division
- Assists in preparing, balancing, and entering the division's annual budget and 10-year forecast in the Anaplan budgeting and financial systems
- Serves as primary financial coordinator for several Student Affairs departments, responsible for associated department's accounts payable/receivable, budget reconciliation, and ensures expenditures comply with university, state, and federal guidelines, as well as timely payment and collections
- Oversees and creates data visualization dashboards for financial metrics and performance indicators for the division to be included in the monthly financial statement
- Spearheads special initiatives, ad-hoc reports, and other projects to ensure goals and objectives are achieved

- Serves as primary Business Office liaison and communicates regularly to administrative support personnel on policies and procedures regarding budgeting, procurement, purchasing, accounts payable/ receivable, payroll, Human Resources, and travel

**Auburn University College of Agriculture Student Services Office | Auburn, AL**

*Intern | May 2022-August 2022*

- Advised Animal Science majors last names starting with M-Z during their Camp War Eagle Session for fall courses, future coursework, involvement, academic resources, and Veterinary School
- Served as the go-to person for the Director of Academic Advising
- Assisted with summer programming planning with the advising team

**Auburn University Department of Animal Sciences | Auburn, AL**

*Administrative Support Specialist II-Academic | January 2018-January 2022*

- Purchase card reconciliation for all faculty and staff members; process money by completing collections reports, ITVs, and journal vouchers; request Purchase Orders for department head, faculty, and staff; pay bills by using the Vendor Voucher system in Banner Admin; and complete travel reimbursements for the Department Head and staff
- Head Timekeeper in Kronos, responsible for approving and correcting all student workers' timecards; complete Electronic Personnel Action Forms for new or existing faculty, staff, or students; process and complete all hiring paperwork in PeopleAdmin and I-9; hire new faculty using the JumpStart System; and initiate salary wage transfers
- Liaison with the College of Agriculture, Facilities Management, Ag Information Technology, Surplus Property, and other departments within the College of Ag and the university for the department
- Maintain, build, schedule, and register all courses that are offered by the department for every Fall, Spring, and Summer term; track student's records with Advise Assist and Banner 9
- Responsible for planning and executing all social and departmental events for ANSC
- Serves as co-advisor for Collegiate Cattlemen and Cattlewomen Club

**Auburn University Bands | Auburn, AL**

*Band Coordinator | October 2017-January 2018*

- Purchase card reconciliation for the Director of Marching Band and the Director of Bands
- Process all money by completing a collections report (deposits) and process payments in Touchnet
- Complete Travel Reimbursements for employee and student travel
- Accounts Payable/Receivable (Paid bills by using the Vendor Vouchers system in Banner)

**Auburn University Department of Music | Auburn, AL**

*Administrative Assistant | July 2017-October 2017*

- Registered, built, scheduled, and amended classes in Banner
- Scheduled rehearsals and events for students and faculty
- Resolved questions as they relate to University and Departmental policies and procedures

- Performed a variety of office support duties, including scheduling, data entry, record keeping, creating and editing calendars and room reservations, mail distribution, outgoing mailings, answering telephones and greeting visitors, managing supplies and inventory, and managing all general music questions

**Fanatics, Inc. - Auburn University Team Shop | Auburn, AL**

*Assistant Manager* | January 2016-February 2017

- Oversaw company events by setting up, monitoring, cleaning up, and running the final report
- Trusted with an elevated level of responsibility by managing over 500K in inventory, monitoring the storefront, and employees' daily
- Managed storefront on game days; storefront revenue ranged from 100K+ each game

**Auburn University School of Forestry and Wildlife Sciences Office of Development | Auburn, AL**

*Student Worker* | August 2013-December 2015

- Maintained weekly gift report (including Dean's Level Giving Club), tracked donor spreadsheets, solicited renewals and new donations from prospective members, and sent thank-you notes
- Monitored invitations and RSVP lists, helped plan annual events, ceremonies, and receptions, and made programs and certificates for events
- Completed Vendor Vouchers and Travel Vouchers for staff reimbursements with appropriate paperwork attached, including itineraries, contact reports, receipts, and programs

**MEMBERSHIPS:**

- Alabama Cattlemen's Association
- Auburn University Administrative and Professional Assembly
  - Place 15 Representative, Fall 2023-Present
- Auburn University Advisors and Student Support Caucus
  - Student Support Symposium Volunteer, Spring 2023
  - Exec- Secretary, Summer 2023-Spring 2024
  - Student Support Symposium Presenter, Spring 2024
  - Exec- Engagement Chair, Summer 2024-Spring 2025
- Auburn University Young Professionals
- National Academic Advising Association (NACADA)
  - Region 4 Conference in Huntsville, AL Attendee, February 2023
  - Annual Conference Volunteer, Orlando, FL, October 2023
  - Region 4 Conference Attendee, New Orleans, LA, February 2024
  - Annual Conference Presenter, Pittsburgh, PA, October 2024
  - Region 4 Conference Proposal Reader, October 2024
  - Region 4 Conference Planning Committee Member, Jacksonville, FL, April 2025
  - Region 4 Mentoring Program, Fall 2023-Fall 2024
  - Professional Development Committee, October 2024-Present
  - Finance Committee, February 2025-Present

- Peer Advising and Mentoring Advising Community Steering Committee, February 2025-Present
  - Annual Conference Proposal Reader, March 2025
- National Cattlemen's Beef Association
  - Annual Conference Attendee, San Antonio, TX, February 2020

### **TEACHING EXPERIENCE:**

- AGRI 1000: Introduction to Agriculture Teaching Assistant, Fall 2023
- ANSC 3800: Careers in Animal Science Teaching Assistant, Spring 2024
- ANSC 3840: Study/Travel in Animal Science Teaching Assistant, Spring 2024
- UNIV 1150-PV1: Success Strategies- Pawtential Pre-Vet Instructor, Fall 2024
- UNIV 1150-PV2: Success Strategies- Pawtential Pre-Vet Instructor, Fall 2024

### **SERVICE:**

- Auburn University
  - Staff Council Member and Representative, Spring 2018-January 2023
  - Access Champions Task Force Campus Physical Audit Team Leader, Fall 2023-Present
  - Pre-Health Forum, Spring 2024-Present
  - University Career Services Strategic Planning Committee, Fall 2024-Present
- College of Agriculture
  - Academic Advisor Search Committee Co-Chair, Fall 2023-Spring 2024
  - Agriculture Peer Mentors Co-Advisor, Summer 2023- Present
  - Co-creator of the Pre-Vet Professional Development Program, Summer 2024-Present
  - Animal Science Scholarship Committee Chair, February 2025-Present
- Department of Animal Sciences
  - Collegiate Cattlemen and Cattlewomen's Association Co-Advisor, 2019-Present
  - Department Head Search Committee Member, Fall 2023-Summer 2024
  - Curriculum Committee Member, Fall 2023-Present
- College of Education
  - Higher Education Student Association, Executive Board- Treasurer, Fall 2021-Fall 2022
- Student Affairs
  - Assessment Curriculum Completion Tiers I, II, and III, Fall 2023

### **AWARDS:**

- Auburn University Outstanding New Advisor, Spring 2025
- NACADA Region 4 Excellence in Advising – New Advisor, Spring 2025

**SOFTWARE:**

- AdAstra
- Advance
- Advise Assist
- Anaplan
- AU Involve
- AU Access
- Banner 9 Admin
- Banner ePrint
- Banner Finance
- Baseline
- Canva
- Canvas
- DegreeWorks
- Doodle Poll
- eBudget Transfer
- eCollection Reports
- eJournal Vouchers
- Electronic Personnel Actions Forms
- Enboarder
- ePrint
- eRequisition System
- eTravel Vouchers
- eVendor Vouchers
- I-9/E-Verify System
- Jaggaer
- Kronos
- Microsoft Office
- PeopleAdmin
- Qualtrics
- Salesforce
- Smartsheet
- Teams
- Tiger Buy
- Touchnet
- Zoom