

EDUCATION

In Progress: Graduate Certificate, Women and Gender Studies: *North Dakota State University*

Starting 2023: Graduate Certificate, Student Affairs and Administration: *North Dakota State University*

Starting 2023: Master of Science, Sociology: *North Dakota State University*

Master of Fine Arts (Writing): *Lindenwood University*

Bachelor of Arts (Psychology): *Lindenwood University*

ADMINISTRATIVE SKILLS

- Serve as liaison to the University for telecom, records retention, inventory, facilities, etc
- Serve as liaison to the College for department (mail, communications, Coordinating Council meetings, etc).
- Schedule all meeting arrangements for the department; serve as the recording secretary during department meetings, obtain and track meeting materials and distribute minutes
- Process all human resources and payroll paperwork for the department, including Graduate Assistants
- Maintain department operational policies and procedures which include manual updates, management and enforcement
- Communications lead for department internally as well as externally
- Update database, GIS Map, GeneralCADD building drawings as needed for accurate records.
- Enter transcript data into Campus Connection for transfer credit evaluation
- Develop, design and maintain Access Database for transfer data entry tracking
- Create and maintain Qualtrics forms for Administrative Drops, Co-Operative Registration and Admission Revocations
- Maintain confidentiality of student, faculty and staff personal information in accordance with FERPA regulations

COMPUTER SOFTWARE SKILLS

Keyboarding Speed: 90 wpm

Alpha-Numeric Data-Entry: 12,405 ksph

Adobe Creative Suite: Experienced

Blackboard: Experienced (student side / faculty side)

Canva: Experienced

CLSS / Courseleaf: Experienced

DocuSign: Proficient

G Suite: Proficient Drive, Forms, Gmail, Meet, Sheets, etc

General CADD: Working Knowledge

Image Now: Proficient

Microsoft Office: Proficient

Access: * Import and Export data from/to Excel, Create and Maintain Database, Create reports

* Create a user-friendly database with multiple sheets and queries to produce reports

Excel: * Create and maintain spreadsheets linked with MS Access

Word: * Mail Merge, Letters and Mailings, Tables, Formulas, Formatting, Legal Pleadings

Outlook: * Email correspondence, edit staff schedules as needed

PowerPoint: * Link data and charts from Excel to create a monthly presentation

Publisher: * Create and maintain website

Teams: *Calendar, Calls, Chat, Meetings, Scheduling, etc.

PeopleSoft: Proficient

* Campus Connection, Finance, HRMS, Recruitment Solutions

EMPLOYMENT HISTORY

North Dakota State University Fargo, ND 58108 Program Assistant, Dept of Public Health	July 2021 – Present
Fargo Fire Department Fargo, ND 58102 Office Associate III	June 2017 – July 2021
North Dakota State University Fargo, ND 58108 Data Processor Registration and Records Assistant	July 2008 – June 2017 Sept 2014 – June 2017 July 2008 – Sept 2014
North Dakota State College of Science – Fargo Campus Fargo, ND 58108 Adjunct Instructor	Aug 2015 – Dec 2015 ASC 88 – Composition Lab – Fall 2015

POSTER PRESENTATIONS

1. **Vieweg, E.** *Singled Out: challenges single mothers navigate in order to remain employable.* NDSU Student Research Day; April 2023; Fargo, ND

ORAL PRESENTATIONS

2. **Vieweg, E.** *Singled Out: challenges single mothers navigate in order to remain employable.* Red River Women and Gender Studies Conference; March 2023; Moorhead, MN.
1. **Vieweg, E.** *Honesty and Transparency in Parenting – Can we Be Too Honest?* ND State Autism Spectrum Disorders Conference; 2017; Fargo, ND

SPEAKING ENGAGEMENTS/ WORKSHOPS

2021 to 2023 – NDSU Including U Panelist
 2021 to 2023 – ND Poetry Out Loud – Poets in Schools program
 2020 – ND Humanities – Virtual Freewriting Exercise
 2020 – "Pomegranates and Poetry" – Community Supported Art Event with Orator Maria Modi Tuya – The Arts Partnership
 2017 – Take Back the Night NDSU – Featured Speaker
 2017 – Enough. At NDSU – Sexual Assault Awareness Survivor Talk

LEADERSHIP AND PUBLICATION EXPERIENCE

NDSU Staff Senator – 2022-present
 Writing Advice Contributor / Guest Judge, Macabre and Morbid Chapter – 42 Stories Anthology – 2021-2022
 Poetry Reader – Persephone's Daughters – 2017-2019
 Poetry Reader – Indianola Review – 2016
 Editorial Assistant – The Lindenwood Review – 2014

AWARDS / EXHIBITS / GRANTS

- 2022 – "Most Normal Literature" – *This is Normal* juried art exhibit, North Suburban Arts Center
- 2021 – "Honorable Mention: Memoir, Personal Essay" – *Writer's Digest 90th Annual Writing Competition*
- 2021 – Exhibitor – *2021 ND Human Rights Arts Festival*
- 2021 – Individual Artist Studio Grant Recipient – *The Arts Partnership, Fargo ND*
- 2020 – Third Place – *Arts Access for All – Artist First Exhibit 2020*
- 2019 – "Best Performance Piece" – *2019 ND Human Rights Arts Festival*
- 2018 – Individual Arts Partnership Grant Recipient – *The Arts Partnership, Fargo, ND*
\$2,000 toward funds to work with a professional editor to ready a poetry manuscript for professional publication.
- 2017 – Individual Arts Partnership Grant Recipient – *The Arts Partnership, Fargo, ND*
\$1,200 toward office space in which to focus on creating a full-length poetry collection for publication
- 2017 – "Runner Up" – *2017 Over the Edge New Writer of the Year Award – Poetry*
- 2017 – Third Place – *2017 Women Inspirational Poetry Contest*
- 2016 – "Honorable Mention" – *2016 Art Young Memorial Award for Poetry*