

# MIA CHARMAINE BENNAFIELD, M.Ed.

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## Education

**Master of Education in Media (Instructional Technology)** December  
2016

University of West Georgia, Carrollton, Georgia G.P.A.: 4.0

## Bachelors of Social Science in Mass Communications

**Concentration in Film & Media Arts Marketing** April 2015

University of West Georgia, Carrollton, Georgia G.P.A.: 3.17

## Administrative Positions

**USG eCampus Communications Manager** December 2016 -  
Present

University of West Georgia, Carrollton, Georgia

### *Administration*

- Provides vision, guidance, and knowledge for project expansion towards eBoarding, a revamped impactful employee onboarding and orientation program in development in partnership with the Executive Director of Extended Learning & Dean of USG eCampus several departments
- Oversees and provides direction for the Extended Learning and USG eCampus employment process in coordination with senior leadership
- Represents senior leadership at the department and division level in attendance at division-wide training, campus events, and internal meetings serving as an Extended Learning & USG eCampus Liaison
- Communicates the significance of organizational values through formal and in-formal presentations and various forms of communication (email, listservs, graphic design, office social media site, training, and internal website)

- Purchases office, conference, and event supplies in compliance with state contracts and procuring procedures
- Supervises staff and student workers, and responsible for approving timecards
- Schedules quarterly and senior leadership appointments and meetings, together with department events that align with the University of West Georgia's Engage West! initiative
- Enthusiastically participates in high-touch student services available through the USG eCampus Student Success Team
- Serves on several standing committees and teams
  - USG eCampus Strategic Plan 2020 Action Committee
  - USG eCampus Student Success Team
  - Testing Support Services: Tiger Testing Team Strategic Planning Committee
  - University of West Georgia's A Day (A Day to Give Back) Committee
- Manages and stores internal and external formal meetings, also including unit scorecard project and by collecting, sharing, and reviewing for appropriate consistency and measurement quarterly
- Supports Conference Director in the planning, including food procurement, purchasing, and registration for higher education events and workshops, including the annual Distance Learning Administration Conference, and the Meaningful Living and Learning in a Digital World Conference
  - Edits and manages the distribution of proceedings and programs for the Distance Learning Administration conference
- Assist Assistant Director with communicating facility technology successes and concerns, safety protocols, and personnel compliance and requests
- Contributes to external social media presence with the Associate Director of Marketing by researching higher education news, writing press releases and faculty features
- Partners with University System of Georgia, along with the University of West Georgia Auxiliary Services, University Police, and the Ombuds Office to deliver training workshops and promote system-wide health and wellness initiatives

#### Accomplishments

- Nominated as the Internal Interview & Hiring Lead and implemented and presented an innovative hiring process in collaboration with the Executive Director of Extended Learning & Dean of USG eCampus, 2017
- Increased level of workplace community and comradery through consistent efforts of collaboration, team building activities, and team recognition within a year of continuous efforts, 2017
- Selected for the mentorship program for to serve as a advisor for new team members, 2017
- Organized and led a workplace campaign to prevent and eliminate backbiting throughout the division in collaboration with Deans and Directors, 2017
- Founded Live Well Work Well, the first ever internal employee wellness initiative for Extended Learning and USG eCampus, including monthly newsletters, special health and wellness related events, and impactful trainings, 2016

- Tremendously decreased the time allotted for department meetings by establishing an organized format that highlights essential and relevant information, 2016

**Departmental Associate, Ingram Library (Overnight)**  
November 2016

April 2016 -

Graduate Assistant, Ingram Library

May 2015 - March 2016

University of West Georgia, Carrollton, Georgia

*Library Circulation*

- Assisted patrons in locating and checking out materials
- Collected and organized data for organizational records mastering the LC System
- Managed and oversaw GIL Express transactions

Accomplishments

- Selected from applicant pool of Graduate Assistants to be hired on as full-time staff, 2016
- Designated to train and mentor Graduate Assistants, 2016

**Collegiate Relations Intern**  
2014

June 2014 - August

Gulfstream Aerospace Corporation, Savannah, Georgia

*Human Resources*

- Assisted in the recruitment and hiring of co-ops and intern-screening and interviewing
- Managed internship specific programs and initiatives to provide opportunities for growth and networking for various students
- Coordinated employee programs such as Lunch and Learns, New Hire Orientation, Onboarding, Exit Interviews, and other duties as required
- Worked closely with Employee Relations, Human Resources, Training, and Diversity and Inclusion in various projects geared towards networking opportunities for the collegiate program

Accomplishments

- Selected as 1 of 6 out of 200 interns and co-ops to present to the executive leadership team as the only female and African American, 2014
- Speaker at the End of the Year Celebration, 2014
- Nominated as a Gulfstream Internship Presenter, 2014
- Published written and edited article in Waypoint Magazine, 2014

Awards and Recognition

- Professional Development Award, University of West Georgia, 2018
- Dean's List, (4.0 GPA in Graduate School) University of West Georgia, 2014-2016
- Finer Womanhood Award, University West Georgia, Zeta Phi Beta Sorority, Inc., 2015
- Speaker at the Commencement Ceremony, Stephenson High School, 2010
- Senior Class Vice President, Stephenson High School, 2010
- Yearbook Editor-in-Chief, Stephenson High School, 2008-2010

### Certifications and Training

- Fundamentals of Project Management Certificate Program, University of West Georgia, (In Progress)
- UWG P-Card Training, 2018
- UWG Social Media Workshop, 2018
- Leader of the Pack: Supervisor and Management Training Program, University of West Georgia, 2018
- State Purchasing Division - Purchasing Card Test, 2018
- State Purchasing Division - Purchasing Card, 2018
- State Purchasing Division - Introduction to Purchasing Card Principles Certification Test, 2018
- State Purchasing Division - Introduction to Purchasing Card Principles, 2018
- State Purchasing Division - Introduction to State Purchasing Certification Test, 2018
- State Purchasing Division - Introduction to State Purchasing, 2018
- Personality Type & Leader Effectiveness, University of West Georgia, 2018
- Student Supervisor Training, 2017
- Critical Behavior Interviewing, Georgia Institute of Technology, 2017
- Power of Writing, Georgia Institute of Technology, 2017
- Distance Education Certificate Program, 2017
- Conflict Management Training I & II, 2017
- Bridges | Taking Action, Develop West, 2017
- Excel 2013 Basic Course, 2017
- Service Excellence, Georgia Institute of Technology, 2016

### Published Works (Edited or Featured In)

(\*Featured In)

Clay, M., Bennafield, M. (2018). Distance Learning Administration Annual & Conference Proceedings 2018. (In Progress).

Clay, M., Bennafield, M. (2017). Distance Learning Administration Annual & Conference Proceedings 2017.

Shwlanda, C., Bennafield, M. (2010). Stephenson High School Yearbook.

Shwlanda, C., Bennafield, M. (2009). Stephenson High School Yearbook.

## Skills

Microsoft Office Suite	Canva	Public Speaking	Planning
Marketing	Collaboration	Critical Thinking	Leadership
Creative Design	Communication	Videography	Editing
Recruitment	Event Design	Hiring	Google Suite
Public Relations	Motivation	Feedback	Coaching