

MEGAN HUFF

Administrative Assistant to Associate Dean of Clinical Affairs, Administrative Assistant to Emergency Medicine, OB/GYN, Pediatrics, and Clinical Sciences

CONTACT INFORMATION

Clinical Affairs - 910 South Donahue, Auburn, AL 36830 – Room 327

Office: 334-442-4179 and Fax: 334-442-4098

Email: mhuff01@auburn.vcom.edu

Website: www.vcom.edu

EDUCATION

High School attended: Lee Scott Academy, Auburn, AL 2007-2010

College attended: Auburn University, Auburn, AL

B.S. Interdisciplinary Studies, Animal Science and Psychology, 2010–2016

PRIOR EXPERIENCE / EMPLOYMENT

Executive Assistant

Crawford Willis Group, LLC | 2018 – 2025

- Scheduled and coordinated meetings, appointments, and travel arrangements for group owners.
- Facilitated communication including emails, phone calls, and correspondence between clients, executives, and stakeholders.
- Created, edited, and proofread reports, presentations, and spreadsheets.
- Managed records, tracked project progress, and ensured deadlines were met.
- Maintained strict confidentiality and handled sensitive information professionally.

Office and Multimedia Manager

Crawford Willis Group, LLC | 2018 – 2025

- Oversaw administrative functions related to office operations, vendor relationships, and property logistics.
- Managed events and marketing campaigns, including social media and print materials.
- Created promotional content and facilitated social media strategy across platforms.
- Coordinated with students, vendors, and stakeholders to support organizational initiatives.

- Conducted competitive research to tailor outreach strategies and support growth.

Technical Advisor & Equine Fitting Specialist

Devoucoux Saddles Inc. | Oct 2016 – May 2017

- Conducted saddle fittings using biomechanical assessments to ensure optimal performance.
 - Built and maintained relationships with clients and trainers to boost loyalty and visibility.
 - Increased revenue through personalized consultations and strategic sales efforts.
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EXPERIENCED SKILLS

- Office Administration & Management
 - Client Relations & Communication
 - Social Media Marketing & Strategy
 - Sales, Business Development & Brand Promotion
 - Higher Education & Student Engagement
 - Research & Data Organization
 - Veterinary Assistance & Surgical Support
 - Event Planning & Coordination
 - Nonprofit Management & Animal Rehabilitation
 - Project Coordination & Leadership
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TECHNICAL PROFICIENCIES

- Apple Products, Canva, Adobe Creative Suite
 - Microsoft Office (Excel, Outlook)
 - Google Suite (Docs, Sheets)
 - MLS, Boomtown CRM, Sierra Interactive CRM
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STATE LICENSES / CERTIFICATIONS

- Licensed Real Estate Agent – State of Alabama (Active)
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OTHER (COMMUNITY SERVICE OR HOBBIES)

- Nonprofit Management & Animal Rehabilitation
 - Equine Therapy & Youth Support – Storybook Farm, Opelika, AL

- Supported nonprofit equine therapy program serving children with special needs and at-risk youth.
- Assisted with maintaining and exercising therapy horses to ensure their well-being and readiness for sessions.
- Helped facilitate and coordinate therapeutic riding sessions by engaging with children, ensuring safety, and fostering a positive environment.
- Played a key role in creating a welcoming, educational space that build confidence and emotional connection for young participants.
- Animal Rehabilitation & Quarantine Project Manager – Wild Oak Farm, Opelika, AL
 - Contributed to the rehabilitation and care of rescued equines
 - Participated in daily farm operations
 - Helped with education-based tours and community outreach to promote animal welfare and responsible farm practices.