

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

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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

Administrative Assistant to the Associate Dean of Clinical Affairs and Administrative Assistant to Obstetrics and Gynecology, Pediatrics, Clinical Sciences, and Emergency Medicine

VCOM – Auburn Campus | 2025 – Present

- Provide comprehensive and administrative support to Clinical Affairs leadership, including Associate Dean and multiple Department Chairs across clinical specialties
- Track student clinical rotations for OMSIII and OMSIV (Emergency Medicine), evaluations, and required course materials for each rotation
- Manage scheduling and communication for meetings, site visits, promotion boards, curriculum meetings, and special programs
- Serve as primary liaison between faculty, students, and department chairs
- Assist with planning and execution of campus events, workshops, and outreach programs (Mini Medical School, Stop the Bleed, Disaster Day, Core Site Fair)
- Maintain organized records, spreadsheets, and reports related to clinical education, student progress, and departmental activities
- Draft and Distribute professional correspondence, announcements, and reminders on behalf of Clinical Affairs leadership
- Provide cross-departmental administrative support to ensure smooth daily operations within Clinical Affairs

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.

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

TECHNICAL PROFICIENCIES

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

STATE LICENSES / CERTIFICATIONS

- Licensed Real Estate Agent – State of Alabama (Active)

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.