

### **Career Summary**

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- Over 15 years of professional business experience with a wide range of responsibility and accountability from post-secondary instruction to direct supervision and management of staff.
- Thoroughly enjoy the challenges of working in a diverse, fast-paced environment with students who are eager to improve themselves through education.
- Over 5 years of post-secondary instruction in the areas of business management and software applications.

### **Education**

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*Master of Business Administration (Leadership Focus)* – Franklin University, 2004

*Bachelor of Business Administration, Magna cum laude* – Mount Vernon Nazarene University

*Associate of Applied Business, Honors* – Central Ohio Technical College

Member, Phi Theta Kappa; Recipient of Continuing Student Award, Working Student Award & Student Book Award

### **Teaching Experience**

- Introduction to Management
- Introduction to Business
- Organizational Ethics
- Health, Safety & Security
- Customer Service
- Project Management
- PC Applications in Business
- Database Concepts – Levels I & II
- Spreadsheet Applications – Levels I & II
- Document Production – Levels I & II
- Introduction to Computers
- Introduction to Windows
- Introduction to the Internet
- Advanced Windows
- Ethics
- Power Point Level I

### **Distance Education/On-Line Teaching Experience**

- Organizational Ethics
- PC Applications in Business
- Personnel Interviewing
- Principles of Business
- Principles of Management
- Spreadsheet Applications I
- Document Production I

### **Relevant Professional Experience**

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#### **Assistant Professor, Business Technologies**

9/2008 - Present

#### **Instructor, Business Management Technologies**

1/2004-9/2008

*Central Ohio Technical College, Newark, Ohio*

- Teach courses in business management technology and office administration and evaluate student work
- Develop curriculum and courses in both traditional classrooms as well as via distance education
- Receive favorable student feedback via in-class student evaluations
- Advise students; maintain office hours and evaluate course materials
- Participate in program recruitment activities including high school visits and promotional activities
- Serve on the Premier Scholarship Committee and COTC Academic Board
- Revised the Computer Applications Technology Program curriculum and received committee approval
- Conduct bi-annual program advisory committee meetings and submit minutes for approval

#### **Interim Registrar**

6/2003-1/2004

*Central Ohio Technical College, Newark, Ohio*

- Responsible for the day-to-day operations of the Student Records Office
- Managed the collections, maintenance and dissemination of all student records
- Maintained on-line student information and related computer systems
- Coordinated procedures for student applications for graduation

**Relevant Professional Experience, Continued**

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**Assistant Registrar**

2000-2003

*Central Ohio Technical College, Newark, Ohio*

- Assisted college registrar in the planning, organizing, coordinating and managing of activities related to the operation of the Student Records Office
- Coordinated quarterly priority registration of nursing and practical nursing students
- Composed and submitted bi-monthly departmental articles to campus newspaper
- Instrumental in the implementation of the college's on-line registration process
- Responsible for communication to students, faculty and staff regarding on-line computer system and its usage
- Designed and coordinated quarterly newsletters outlining important registration information to all students
- Counseled students during peak times in regards to their course schedule and academic planning
- Assisted with the coordination of the quarterly registration process
- Processed student petitions for graduation and determine if eligibility requirements are met
- Served as college residency officer
- Supervised office staff in Registrar's absence

**Customized Computer Training Instructor/Coordinator**

1998-1999

*Licking County JVS, Center for Workforce Development, Newark OH*

- Taught computer software programs to over 500 adults in a classroom setting
- Determined customer needs and developed and instructed customized computer classes to adults
- Developed appropriate classroom materials to be used in instruction
- Developed lesson plans, class schedules and course curricula
- Maintained departmental budget

**Administrative Assistant and Program Monitor**

1994-1998

*CORC Job Training, Newark, Ohio*

- Developed ACCESS database for customer tracking and reporting
- Interviewed summer youth participants to ensure compliance with federal and state program requirements
- Counseled customers regarding their educational and training goals
- Served on numerous work groups and committees within the organization and community
- Presented job search classes to soon-to-be dislocated workers
- Supervised clerical support staff

**Clerical Specialist and Data Entry Operator II**

1992-1994

*Financial Aid and Admissions Offices, Central Ohio Technical College & OSU-Newark*

- Prepared and maintained new financial aid applicant files
- Responsible for electronic transmission of financial aid applications (FAFSA)
- Served as front desk back-up during peak times
- Scheduled appointments and testing for prospective students
- Responsible for general office procedures

**Office Manager**

1990-1992

*Berkel, Inc., Columbus, Ohio*

- Accounts payable and receivable
- Inventory control and ordering
- Prioritized service calls and dispatched service technicians

**Personnelman Third Class**

1986-1990

*United States Navy, Norfolk, Virginia (Honorable discharge)*

- Responsible for all aspects of file maintenance for over 2000 personnel files (2 years)
- Worked at the front desk of the bachelor officer's quarters and performed all related duties including customer service, processing customer reservations and general office duties (2 years)

## **Committees and Activities**

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- COTC Faculty Union Treasurer (2007-Present)
- Collaborate with Business Management Department personnel for development and implementation of program goals, objectives and assessment
- Member, COTC Appeals Board (2007-2008)
- Member, Business Management Department Podcast Project: "Student Portfolios" (2007-2008)
- Member, Criterion 4-C Reaccreditation Committee (2006-2008)
- Former Member, COTC Premier Scholarship Committee (3 years)
- Keynote Speaker for Phi Theta Kappa Induction Ceremony (2004)
- Committee Chair, 2001 OACRAO Annual Meeting and Conference
- Former Member, Local Arrangements Committee, 2001 OACRAO Annual Meeting and Conference
- Former Chair, Newark Campus Staff Forum
- Member of numerous search committees on the Newark Campus
- Former Member, Newark Campus Staff Development Committee
- Attendee, OACRAO Annual Meeting and Conference (2000-2002)
- Former Member, COTC On-line Task Force
- Former Member, COTC Nursing Selection Task Force
- Former Member, Newark Campus President's Council

## **Awards and Recognition**

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- COTC Teaching Excellent Award Nominee (2007-2008)
- COTC Teaching Excellence Award Finalist (2005-2006 & 2006-2007)

## **Professional Development and Training**

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- Turning Point Users' Conference – April 2008
- COTC Faculty Annual In-Service Training (2004-Present)
- Newark Campus Sexual Harassment Training (2007)
- Poise User's Group Conference and Campus America Registration Training (2000)
- OACRAO Residency Officer's Update and Training (2000-2003)
- New Director/Supervisors Program  
PAVE Administrative Section, Sponsor
- OVA/PAVE Spring Conference Attendee (.4 CEUs)
- "Working with the Hostile and Resistant Client Seminar (1 CEU)  
OMTI, Training Provider
- Microsoft Access 97 Advanced  
Executrain, Training Provider
- "First Things First" Time Management Seminar
- "Understanding Motivation" Seminar  
OMTI, Training Provider
- "The Basics of Employment Law"  
Keye Productivity Center, Div. Of AMA
- Microsoft Access, Modules I & II  
The Computer Network, Training Provider