
SUMMARY

Dedicated and passionate Academician possessing intrinsic ability to enhance and broaden student knowledge and educational experience, successfully optimizing and integrating research studies with real-world experience to widen their horizon. Demonstrated 14+years of academic expertise and 11+years in the commercial field as well as training and guiding youth experience, knowledge optimized to stretch students' imagination while eliciting the desire to step out of their comfort zone to gauge individual potentials.

EDUCATION & QUALIFICATION

Master of Arts in Education, Higher and Postsecondary Education

Argosy University

GPA: 3.70

Bachelor of Arts, Communication

Eastern Illinois University

GPA: 3.2

EXPERTISE

- | | | |
|------------------------------|--------------------------------------|------------------------|
| ▪ Adjunct/Fulltime Faculty | ▪ Engaging Teaching Approach | ▪ Classroom Management |
| ▪ Career Coaching/Counseling | ▪ Course Content Planning | ▪ Student Recruitment |
| ▪ Public Speaking | ▪ Interactive Class Environment | ▪ Course Preparation |
| ▪ Retail Management-2 yrs. | ▪ Students Prof. Development | ▪ Admissions |
| ▪ Effective Communication | ▪ Seminar/Workshop Planning | ▪ Marketing/Promotion |
| ▪ Budgeting/Cost Control | ▪ Interview/resume/cover letter Prep | ▪ Inventory Forecast |

PROFESSIONAL EXPERIENCE

INTERNATIONAL BUSINESS COLLEGE, FT. WAYNE, IN

SEPT. 2014 – MAY 2020

Adjunct Faculty – Courses Taught:

Communication/Speech

Professional Development, Oral Communication

Business Communication, Supervision,

Written Business Communication

- Optimized different teaching approach to deliver engaging lectures that elicited a positive attitude towards taught classes
- Handled introductory and upper-level courses in Public Speaking, Business Communication, Oral Communication, Sociology Group Interactions, among others
- Improved overall academic works through constant research in the preparation of course materials like syllabi, homework assignments, and handouts
- Advanced and enhanced course materials for high result by planning, evaluating, and revising course content and materials in line with market and industry trends
- Built and cultivated a positive and uplifting learning atmosphere with incredible results on students' performance by managing classroom interaction, learning, and a new adventure

Achievements

- Expanded students' horizons by providing learning opportunities that efficiently integrates real-life experience with classroom learning
- Promoted an interactive classroom environment that fostered students' commitment to lifelong learning by integrating course materials with broader themes and current events
- Positioned as a subject-matter expert based on 6years of lecturing speech/communication plus other courses on an 8-week accelerated program to both associates and bachelor's degree students
- Honed and boosted student's presentation and public speaking skills by assigning participatory 8-speeches works as part of the public speaking course

Director of Career Services

- Equipped students with the right tools for career development via professional development workshops that honed their resume writing, professional etiquette, cover letter, and reference development
- Steered students towards the right career path by establishing a career profile and professional background
- Ensured an engaging experience for each student career determining moment by providing one-on-one and small group coaching and guidance
- Diversify students job prospects and preparedness via job search seminar, mock interviews, and personality assessment strategies
- Continually improved undergraduates and graduate employability and career potentials by equipping them with appropriate career tools and guidance needed to follow their career path.

Achievements

- Successfully maintained average 80-90% placement of students in jobs in their chosen field of studies such as Medical, Veterinary Technology, Accounting, Management, Travel, and Retail
- Guided and strengthened students career choices by providing proper guidance and motivation needed to choose the intended career path
- Improved students' employability as Director of Career Placement, provided support in developing, searching, applying, and starting a new job by graduates

BROWN MACKIE COLLEGE, FT. WAYNE, INDIANA**JUL. 2006 – MAY 2011****College Admission Recruiter**

- Heightened prospective students' knowledge of the college quality via multi-media PowerPoint career-exploration presentation
- Built and strengthened stable relationship with other colleges/businesses by coordinating and participating in various recruiting events at college
- Cultivated constructive relationships among Brown Mackie schools with high school skills-based org's like DECA, SkillsUSA, HOSA & FBLA as outreach programming coordinator

Achievements

- Attracted top and best candidates for the college as traveling outside college recruiter, visited high schools to promote career exploration and degrees offered by the college
- Promoted college image and potential through comprehensive marketing plans during high school classes visitation
- Continually exceeded individual goals and plan with a 6% conversion for quality referrals and leads collected as well as recognized and awarded for it throughout the year

ST. ELIZABETH ANN SETON CHURCH, FT. WAYNE, INDIANA**JUN. 2012 – MAR. 2015****High School Youth Director**

- Oversight of 500+ teenagers as Director of all high school youth ministerial and non-ministerial programs, planning and organizing engaging activities for them
- Continually impacted on the youth's life through educative programs like scheduling youth night topics and all non-ministerial events
- Enhanced engagement through different activities, including facilitating multiple day-long retreats and separate ministerial programs

Achievements

- Honed youth productivity and spiritual growth by developing and leading weekly youth group meetings and community service projects throughout the year
- Sourced and attracted funds of approximately \$25k from parishioner sponsors utilized in facilitating and leading a 60-person Habitat for Humanity mission trip to West Virginia
- Elicited youth's interest with high participation in scheduled activities, including supervising 20 young adult volunteers to design two quality weekend retreats throughout the school year

COMMERCIAL EXPERIENCE**THE FRESH MARKET, INC, FORT WAYNE, INDIANA****SEPT. 2004 – JUN. 2006****General Store Manager**

- Boosted store's productivity with high profit returns as the Assistant Store Manager and General Store Manager overseeing a gourmet retail grocery store with 9 departments and 13 employees

QUALICAPS, INC., WHITSETT, NORTH CAROLINA**AUG. 1997 – SEPT. 2004****Outside Sales Representative**

- Increased ROI using effective sales strategies that enhanced the marketability of two-piece hard-shell capsule manufacturer for pharmaceutical and nutritional industry covering southern U.S and West Coast territory

Material Buyer/Planner

Jan. 1999 – Sept. 1999

- Slashed loss and increased returns via an accurate inventory of \$5m goods, efficiently utilized company MRP to develop precise inventory forecast that facilitated material purchase for the manufacture of pharmaceutical and nutritional food grade products

PROFESSIONAL CERTIFICATIONS**MBTI/Myers-Briggs Personality Assessment Inventory, and Strong Interest® Inventory practitioner**

- ❖ Certified to administer and analyze personality reports and suggest to clients, directions and paths to take for career choices.
- ❖ Maintain a business as part time careers coach/consultant at www.abetterversioncc.com

VOLUNTEER INVOLVEMENT

Toastmaster's International**2009 – 2011, 2017**

Ft. Wayne, IN chapter- Numerous contests winnings: 2009- 1st place, Humorous Speaking Contest, Tall Tales Contest; 2010 1st place, Humorous Speaking and International speaking contest