

## **VITAE**

### **Michelle D. MacDonald**

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#### **Professional Summary**

Passionate educator for nearly 16 years with a very strong desire to help students recognize the connection between learning and experience. Strong communicator who can confidently and clearly lecture students in a classroom or online setting. Skilled at using technology to facilitate and enhance learning and able to quickly learn the operation of new software systems. Team player who is committed to contributing to departmental objectives to create an optimal experience for both students and faculty. Outgoing, energetic, and motivating personality to encourage students to participate in in-class discussions and to help them learn the value of group work.

#### **Education**

- **Master of Science** Major: Management/Leadership, Area of Emphasis: Human Resource Management – Tarleton State University, Texas (2002) GPA 3.917
- **Bachelor of Science** Major: Liberal Studies, Area of Emphasis: Business Administration, Area of Emphasis: Psychology – University of Central Texas (1999) *Honors: Cum Laude* GPA 3.50

#### **Skills**

- Clear communicator and confident presenter to effectively instruct students in a way that is concise and understandable.
- Strong organizational skills to ensure class information including syllabi, assignments, and other documentation is accessible and easy to understand.
- Committed team player to work successfully with other faculty to establish course guidelines, modify curriculum, and set departmental goals.
- Patient, reassuring, and enthusiastic when meeting with students to discuss personal progress, answer questions, and assign extra-credit work.
- Skilled understanding of technology and willing to learn about new software interfaces to enhance the learning experience of students.

## **Professional Experience**

**2002 to present**

### **Adjunct Professor Management/Leadership/Business**

- Over 16 years of undergraduate faculty experience. Currently employed by TAMUCT, Central Texas College (Navy Campus and Killeen Distance Ed.) Adjunct Professor in Business and Management department. Experience in Web Advisor, BlackBoard, Canvas and other college and university systems. Experienced on-line, F2F and TDCJ education. Responsible for class curriculum preparation, class syllabus, assignment log, plan lectures, and presentation and communication of learning material with an average of 18 - 30 students per class. Instruction and class preparation for freshman to senior level.
- Instruct college courses in Business, Management, Human Resources and Organizational Behavior. Established daily learning goals and developed lesson plans based around them. Differentiated instruction and utilized various teaching methods to facilitate all styles of learners. Develop online learning sites and sources to supplement class content. Provided instructions based on the individual strengths and weaknesses of the student as required. Maintained excellent classroom management skills and ability to keep students involved and on task through variety in programming. Currently using the platforms of Blackboard and Canvas.

### **Centurylink 1979-current Project Administrator**

- Over 38 years of professional experience and over 19 years of management experience with Corporate and Government employment. To include a wide range of multi-task assignments such as development, leading and motivation of team members to deliver excellent results. Create and provide the needed training and communication to ensure excellent customer service; maintain a high level of motivation to ensure company goals and objectives are met. Provide ongoing analysis of the subordinate's skill sets and continue development in specific areas. Provide necessary feedback and deliver discipline as required. Lead for positive results. Responsible for Capital Budget. Deliverables on construction projects to provide utilities. Planning and managing to a capital budget and construction. Guide labor skill set to understand and read prints. Responsible for Safety, polices, OSHA, procedures and all Master Contractors/Sub Contractors. Human Resource SME for Sprint, State of Texas - responsible for development and delivery of new hire orientation, human relations, benefits and training for both union and non-union environments. Continual advocate for human resource information. Actively participate in Public Relation activities within Central Texas.
- Project manager/Office Management - of Executive Escalations. Executive Assistant to the President/VP. Over 8 years of office management in the Executive Office. Experienced management projects from inception to completion. Focused on streamlining processes to improve efficiency and grow revenue dollars. Maintain and budget capital allowance. Proficient in Microsoft Suite and Internet navigation.
- Experienced in managing bargaining units to the CWA agreement. Experienced in managing nonbargaining management level employees. Conflict resolution and coaching with union and non-union team leaders.
- Managed and directed Bidding and contractual documents.

### **Classroom Instruction/training outside of College or University**

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- Corporate “Project Align” – responsible for training, implementation and roll-out of Project Align to the Western Operations – to include presentation of information to over 3,000 employees in a 6-week period.
- Professional instruction and training for Sprint Local Division. Fort Walton Beach, Fl., Fort Myers, Fl., Altamonte Springs, Fl., Hood River, Oregon, and Killeen, Texas. Responsible for designing, testing and instruction of the training curriculum for the first release of Digital Subscriber Line (DSL) Sprint Local, new technology rollout.
- Professional classroom instruction for State of Texas - Crime Stoppers. Austin and El Paso, Texas.

### **Organizational Memberships, Recognition & Awards**

#### **Professional Associations**

- Copperas Cove Crime Stoppers member 1987-present - Chairperson for Copperas Cove Crime Stoppers 2004-2008 Treasure 2011-12 Vice Chair currently
- Rotary Club of Harker Heights (past)
- AUSA (current)
- Tarleton State University, Society for *Human Resource Management Student Chapter Member* (SCM) (2001)
- State of Texas Crime Stoppers Advisory Council Vice Chairman, Austin, Texas Educational Steering Committee (1997-1998)
- City of Copperas Cove, Lions Club; Inaugural Class Leadership Copperas Cove (1994-1995); Copperas Cove Crime Stoppers (1983-present)
- City of Killeen, American Business Women’s Association (past)

#### **Personal Development**

- Covey Leadership Center, The Seven Habits of Highly Effective People; Stress Management; Team Building; Quality Training; Mary Hardin Baylor - Professional Speaking; Effective Public Speaking; Conflict Resolution, Facilitative Leadership, Business Etiquette and Professionalism; Power of Communication Skills for Women; In Search of Excellence; Working Together

#### **Public Relations & Community Service**

- Developed and Coordinated High School Casino Night Project Graduation (1995); Developed, mentored, instructed and coached city league athletics– baseball & soccer (1982-1997); Copperas Cove Athletic Official Association Official (CCAOA) (1997-1998)
- Holy Family Church – Finance Volunteer (1998-present); Exceptional Eucharistic Minister (1997-2000); Catholic Youth Organization (1994-1996); Pastoral Council (2000-present)

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- Lions Club – office of Lion Tamer

**Personal Goals:**

Learn Spanish, Sign Language and further education.

Remain very involved with the local communities (stewardship).

Continue to engage in personal growth, maintain the highest level of ethics and integrity, while maintaining an open-door policy.