

JEANNIE OLIVER

EXECUTIVE SUMMARY

Strategic hands-on education professional with extensive instructional experience at a variety of institutions. Proven academic advising and management experience within higher education, with a doctorate degree in higher educational leadership. Multifaceted background is an asset to any learning institution, providing a broad skill set and a unique perspective on higher education.

CORE COMPETENCIES:

Academic Administration ♦ Advising ♦ Academic Discipline ♦ Personal Education Plans ♦ Lesson Planning ♦ Conflict Management ♦ Process Improvement ♦ Strategic Problem-Solving ♦ Motivational Speaking ♦ Student Engagement ♦ Online and In-Class Instruction ♦ Blackboard ♦ Student Assessments

EDUCATION

Doctorate of Higher Education, Higher Education Leadership

- ♦ Nova Southeastern University, Fort Lauderdale, FL, **Graduation Date: June 2005**

Educational Specialist, Higher Education & College Instruction

- ♦ The University of Arkansas, Fayetteville, Arkansas, **Graduation Date: May 1998**

Master of Arts, Speech Communication

- ♦ Arkansas State University, Jonesboro, Arkansas, **Graduation Date: May 1994**

Bachelor of Arts, Mass Communications

- ♦ The University of the Ozarks, Clarksville, Arkansas, **Graduation Date: May 1992**

WORK EXPERIENCE

ARKANSAS STATE UNIVERSITY, Jonesboro, Arkansas

2020 – Present

Oral Communication Studies Faculty

- ♦ Instruct Oral Communication courses to undergraduate students. Courses include Informative, Persuasive, Demonstrative, etcetera.
- ♦ Teach speech and presentation skills from content development to delivery.
- ♦ Develop students interpersonal, listening, verbal and nonverbal communication, research, and content outline skills.

ARKANSAS TECHNICAL UNIVERSITY, Russellville, Arkansas

2015 – 2023

Online Adjunct

- ♦ Taught a Business and Professional Speaking course to undergraduate students. Assisted students learn to investigate topics in depth and deliver informative and persuasive presentations.
- ♦ Worked with students online, developing innovative methods to engage students remotely.
- ♦ Tailored projects to fit each individual student's background, major, and interests, improving student engagement and strengthening their understanding of their major.

ARKANSAS STATE UNIVERSITY, Jonesboro, Arkansas

2016 – 2020

Professional Academic Advisor, College of Education and Behavioral Sciences

- ♦ Managed a recruitment travel plan to interact with high school students.
- ♦ Assisted with the coordination of college fairs, career fairs, senior preview days, and other special events.
- ♦ Partnered with Career Services to identify employment opportunities for enrolled students.

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ARKANSAS STATE UNIVERSITY MID-SOUTH, West Memphis, Arkansas 2013 – 2015 **Coordinator of Academic Advising**

- ◆ Assisted students adapt to campus life. Taught College Survival courses to assist students create educational plans, select classes, study for exams, and read schedules and degree audits.
- ◆ Advised students pursuing General Education majors. Connected with each individual to understand their needs and help them to develop a customized education plan.
- ◆ Aided student retention efforts and facilitated student transfers to four-year universities.
- ◆ Developed and facilitated academic advising workshops designed to help fellow faculty and staff navigate the responsibilities of the academic advisor role.
- ◆ Registered students, working with each one in an advisory capacity to ensure that their course schedules were complete, accurate, and appropriate to their academic pursuits.

VARIOUS COMMUNITY COLLEGES, Tennessee, Arkansas, & Mississippi 2011 – 2013 **Adjunct Speech Instructor**

- ◆ Taught concurrent courses at four local community colleges across the region, including Midsouth Community College, Baptist College Health and Sciences, Northwest Community College, and Southwest Tennessee Community College.
- ◆ Instructed students in researching, preparing, and delivering persuasive, informative, and group-based speeches and presentations.
- ◆ Worked closely with students from each class to understand their needs and interests. Designed unique lesson plans as appropriate to appeal to each group of students.

STRAYER UNIVERSITY, Memphis, Tennessee **Campus Dean**

2006 – 2011

- ◆ Coordinated daily activities of the Academic department, serving 600 to 1000 students.
- ◆ Directed and motivated a team of outstanding full-time and part-time faculty, academic advisors, academic assistants, and the Associate Campus Dean.
- ◆ Worked closely with advisors to provide guidance and recommendations for individual students' personal education plans, ensuring that students were receiving a well-rounded education.
- ◆ Corresponded with at-risk students to provide coaching and mentorship in preparation for exams.
- ◆ Contacted students from the Academic Suspension List to provide them with advice. Approve appeals letters and recommend an appropriate recovery plan to earn a degree.
- ◆ Developed and implemented a highly effective Writing Center program, which was soon adopted on other campuses to provide their students with the same benefits.

REMIINGTON COLLEGE, Memphis, Tennessee **Speech Communication Instructor**

2004 – 2006

- ◆ Taught broad speech and presentation skills, from content development to delivery.
- ◆ Assisted students to develop interpersonal skills, listening skills, nonverbal communication cues, and general research and content outlining skills.

PROFESSIONAL DEVELOPMENT AND PRESENTATIONS

- ◆ National Academic Advising Association, 2017.
- ◆ Oliver, J. (2017). *College of Education & Behavioral Science Academic Advising Syllabus at Arkansas State University Psychology Program*. Arkansas Academic Advising Network Conference in Hot Springs, Arkansas.