

Jeannie Oliver

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Instructor & Academic Advisor

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 Instruction • Blackboard • Student Assessments

EXPERIENCES AND ACHIEVEMENTS

ARKANSAS TECHNICAL UNIVERSITY, Russellville, Arkansas

2015 – Present

Online Instructor

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

ASU MID-SOUTH, West Memphis, Arkansas

2013 – 2015

Coordinator of Academic Advising

- ◆ Helped students adapt to campus life. Taught College Survival courses to help 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**2006 – 2011****Campus Dean**

- ◆ 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.
- ◆ Reached out to 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.

REMINGTON COLLEGE, Memphis, Tennessee**2004 – 2006****Speech Communication Instructor**

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

EDUCATION

Doctorate of Higher Educational Leadership

Nova Southeastern University, Fort Lauderdale, FL

Educational Specialist, Higher Education & College Instruction

The University of Arkansas, Fayetteville, Arkansas

Master of Science, Speech Communication

Arkansas State University, Jonesboro, Arkansas

Bachelor of Arts, Mass Communications

The University of the Ozarks, Clarksville, Arkansas