

R. Elizabeth “Liz” Peterson

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EDUCATION

Ball State University, Muncie, Indiana

Doctor of Education, Major: Higher Education, Cognate: Adult and Community Education

University of Saint Francis, Fort Wayne, Indiana

Master of Business Administration, Focus in Finance

Texas Southern University, Houston, Texas

Bachelor of Science, Electronics Engineering Technology

CERTIFICATIONS

Ball State University, Muncie, Indiana, Certificate in College and University Teaching

Indiana University-Purdue University at Fort Wayne, Fort Wayne, Indiana, Certificate in Project Management

Ivy Tech Community College, Fort Wayne, Indiana, Certificate in Online Teaching (Blackboard platform)

TEACHING/ADVISING/TUTORING EXPERIENCE

Adjunct Instructor, Online, Day and Evening face-to-face classes, Spring 2004 to Present

Ivy Tech Community College, Fort Wayne, Indiana

Teach the fundamentals of business, operations, supervision, marketing and management, while facilitating students' learning to empower and encourage strong business ethics, organizational leadership and social responsibility. Teach courses such as *Introduction to Business, Principles of Management, Techniques of Supervision, Organizational Behavior, Business Ethics, Human Resource Management, Professionalism (Capstone)*. Develop curriculum for face-to-face courses as well as online courses using the Blackboard platform. Use Banner and Starfish to track and report students' progress throughout the academic semester. Apply adult learning theories to create engaging activities and assignments for adult learners. I am an expert user of PowerPoint and Prezi. (Usually three classes in Fall, and three classes in Spring)

Advisor, Summer semesters- 2008, 2009 and 2012

Ivy Tech Community College, Fort Wayne, Indiana

Advised new, transfer and returning students regarding program requirements for general education, business and pre-nursing programs. Assisted students with reviewing COMPASS test results and identifying appropriate level courses for Reading, Writing and Math based on test results. I provided individualized attention to traditional and non-

traditional students during each scheduled advising session; along with sharing knowledge and experience to direct students to available resources to support student success. I am an expert using MS Office Products such as Word, and Excel.

Adjunct Instructor, Online, Fall 2015 to Present
University of Saint Francis, Fort Wayne, Indiana

Teach Fund and Resource Development accelerated online course using the Capital Education platform to graduate students pursuing a Master degree in Organizational Leadership and Supervision. The course explores the various funding streams necessary to support nonprofit organizations, including grants, fund raising strategies and models for sustainability. This online course format encourages critical thinking, class participation via discussion boards and hands-on experience through written assignments. (one online class per Fall semester).

Limited Term Lecturer, Fall 2015 to Present

Indiana University-Purdue University at Fort Wayne, Fort Wayne, Indiana

Teach Foundations of Organizational Context to graduate students enrolled in the Organizational Leadership and Supervision program. This course focuses on introducing students to tools used in organizational decision-making, budgeting, and strategic planning. The value chain, competitor analysis and project management concepts are also introduced to graduate students in this course.

Digital Content Developer- Distance Contractor, Summer 2016 to Present

Pearson Education, Boston, Massachusetts

Develop, edit and enhance online simulations for selected chapters in course content for Organizational Behavior and Principles of Marketing. Evaluate online simulations to ensure learning objectives are met and content is engaging. Update language of feedback to students to meet publisher's requirements.

Adjunct Instructor, Fall 2016 to Present

Ball State University, Muncie, Indiana

Teach Organizing Adult and Community Education Programs to graduate students by the use of theoretical approaches and practical skills. Instruction also emphasizes the administration and leadership of Adult and Community Education programs. This is a face-to-face class, which includes lecture format, as well as in-class activities and group discussions.

Teach Strategies for Teaching Adults to graduate students by focusing on teaching strategies, techniques and methods suitable for adult learners that are supported by research and tested in practice, including preparation of lesson plans; testing and evaluation procedures; and learning assessment techniques. This is an online class using the Blackboard platform that engages students in small group and class discussion boards along with written assignments.

Doctoral Assistant, Educational Studies, May 2008 to May 2012

Ball State University, Muncie, Indiana

I wrote literature reviews, annotated bibliographies, and book reviews to support assigned professors' writing projects. Examined state mandated training programs for new and beginning K-12 teachers with the purpose of fostering high quality teachers.

Extrapolated data from new and beginning teachers' surveys for strengthening focused teacher training programs scheduled during the summer months. Interviewed staff and collected qualitative data for university-community based research [Project Leadership/Twenty-First Century Scholars – Delaware County]. Facilitated meetings for university-community based research. Established and organized an archival database for *Adult Education* Collections [Ball State University – Archives].

Adjunct Instructor, Math Program, October 2004 to May 2006

Concordia-Wisconsin, Fort Wayne, Indiana

Taught freshmen students Basic College Math, and Mathematical Excursions required for business program majors. (One face-to-face evening class per Fall semester)

Math Tutor, Math Program, January 2005 to May 2006

Concordia-Wisconsin, Fort Wayne, Indiana

Tutored students who had difficulty with basic math skills to help them pass a retake of a basic math or business math course requirement.

(Usually one hour per each student during Spring or Summer semesters)

CORPORATE WORK/LEADERSHIP EXPERIENCE

Interim Plant Manager, January 2000 to December 2002

Raytheon Systems, Fort Wayne, Indiana

I coordinated scheduling for various manufacturing product lines. As well as managed 25 salaried and 200 hourly unionized factory workers in a manufacturing operation; included assembly, inspection and test operators. I held the role of primary problem solver for the union and management, regarding disagreements to prevent line stoppage. I was an excellent relationship builder for cross-functional teams to ensure successful outcomes when transferring a new design or engineering change to manufacturing.

Project Engineer, January 1995 to December 1999

Raytheon Systems, Fort Wayne, Indiana

Excellent ability to multi-task leading several small projects with 0% defects rate after field tests. I led a group of seven to ten product engineers to help resolve daily production problems and/or vendor issues without disrupting meeting monthly goals. I also prepared executive summaries for upper management, which included monthly quality statistical reports of several lines of production and listing of solutions to causes of quality defects. I also help prepare/present budgets for special projects.

Technical Team Leader, January 1992 to December 1994

Raytheon Systems, Fort Wayne, Indiana

Stellar liaison for manufacturing and the engineering program office to ensure daily production goals were met. Routinely planned and prepared cost to complete budgets for specialized projects.

PROFESSIONAL DEVELOPMENT

- Online Blackboard 9.1 Learning System – Ivy Tech Community College
- Engineering Management Program – Purdue University – West Lafayette, Indiana
- Six Sigma Specialist – Raytheon – Fort Wayne, Indiana
- Harassment Prevention and Effective Communication – Ivy Tech Community College

COMMUNITY SERVICE

- School Board Member – St. Therese Catholic School
- Home and School Association (HASA) member – St. Therese Catholic School
- Previous Board Member – Wellspring
 - Planning Committee
 - Personnel Committee
- Junior Achievement Volunteer – Pre-Kindergarten through Fourth Grade
- National Kidney Foundation Volunteer
- Previous Big Sister - Big Brothers, Big Sisters
- Previous Religious Educator – Fourth and Fifth Grade – St. Mary’s Catholic Church

COMMITTEES/ORGANIZATIONS

- Financial and Budgetary Committee – Ball State University
- Sagacious Voices Writing Group – Ball State University
- Diversity Council – Raytheon
- Toastmasters – Past president and member of Club #7474

AWARDS

- Certificate of Achievement - 2013
- Lyell Bussell Memorial Scholarship – 2013
- John J. Hill Excellence Award – 2012
- Volunteer Service Award – National Kidney Foundation – 2012
- Excellence in Teaching – Ivy Tech Community College – 2010
- Online Course Evaluation – Ivy Tech Community College - 2010
- Excellence in Teaching – Ivy Tech Community College – 2007