

MICHAELIA R. BLACK

Academic Degrees & Education

Ed.D. Liberty University, Lynchburg, VA. ABD, Projected completion, 2015.

Ed.S. Liberty University, Lynchburg, VA. March 2013.

Advanced Accounting Coursework Grand Canyon University, Phoenix, Arizona. 2005.

M.B.A. Indiana Wesleyan University, Independence, Ohio. 2005.

B.M.E. Lee University, Cleveland, TN; Music- K-12 licensure. 1998.

Professional Experience

February 2014 – present

Business & Finance, Risk Management – Lee University, Cleveland, Tennessee
Budget management; weekly, monthly, yearly reporting; insurance negotiations and claims maintenance; accounting for property, automobiles and other university fixed assets.

September 2013 – February 2014

Student Employment Office Extern – Lee University, Cleveland, Tennessee
Office organization, data entry, auditing systems and files, reorganizing of systems and processes, process mapping, risk analysis, SWOT analysis, and data mining. Assist HR director in determining need for future organization staffing, and oversight of SEO.

July 2012 – present

Part-time Faculty – Lee University, Cleveland, Tennessee
Writing curriculum, editing and proofing curriculum, teaching students at the undergraduate and graduate pre-requisite level in accounting.

December 2005 – present

Adjunct Faculty – Indiana Wesleyan University, Cleveland, Ohio; Merrillville, Indiana; Indianapolis, Indiana; and Kokomo, Indiana
Teaching students at the associate's, bachelor's, and Master's level in music, accounting, finance, and management onsite and online.

February 2004 – July 2007

Independent Consultant – Creative Memories, Broadview Heights, Ohio
Responsible for personal sales, marketing, inventory, accounting, and training of fellow consultants. Assists with area group functions and training.

August 1998- June 2000

Secondary Specialties Teacher – Layton Christian Academy, Layton, Utah

Taught high school Algebra II courses and French courses. Taught elementary, junior high, and high school music. Founded and oversaw drama club and junior high and high school student council. Coached 5th – 8th grade volleyball and cheerleading.

June 1996 – August 1998

Assistant Manager – Shoe Department, Cleveland, Tennessee

Responsible for opening and closing store, daily operations, daily accounting, and daily deposits. Assisted with weekly scheduling and payroll.

Faculty and Administrative Load

Teaching

August 2013 – present

ADJUNCT FACULTY – Belhaven University, Chattanooga, Tennessee. Teaching students at the graduate level in management and leadership onsite.

August 2013 – present

ADJUNCT FACULTY – University of Saint Francis, Fort Wayne, Indiana. Teaching students at the graduate level in accounting online.

January 2013 – present

PART-TIME FACULTY – Lee University, Cleveland, Tennessee. Teaching students at the undergraduate and graduate pre-requisite level in accounting online.

December 2005 – present

ADJUNCT FACULTY – Indiana Wesleyan University, Cleveland, Ohio; Merrillville, Indiana; Indianapolis, Indiana; and Kokomo, Indiana. Teaching students at the associate's, bachelor's, and Master's level in music, accounting, finance, and management onsite and online.

August 1998 – June 2000

SECONDARY SPECIALTIES TEACHER – Layton Christian Academy, Layton, Utah. Taught high school Algebra II courses and French courses. Taught elementary, junior high, and high school music. Founded and oversaw drama club and junior high and high school student council. Coached 5th – 8th grade volleyball and cheerleading.

Professional Assignments and Activities

- Strategic Planning Committee Member, Fall Creek Intermediate School, Fishers, Indiana, 2011 – 2012.
- Superintendent Advisory Council (SAC) Representative, Hamilton Southeastern School District, Fishers, Indiana, 2011 – 2012.
- PTO President, Fall Creek Intermediate PTO, Fishers, Indiana, 2010 – 2012.

- Treasurer, Know Him Ministries, LLC, Crown Point, Indiana, 2009 – present.
- Executive Board Member and Treasurer, Winfield-Jerry Ross PTO, Winfield, Indiana, 2008 – 2010.
- Executive Board Member and Internal Auditor, Brecksville Cooperative Preschool, Brecksville, Ohio, 2005 – 2007.

Professional Skills

- Proficient on all Microsoft Office products.
- Proficient on accounting software, such as Quickbooks.
- Proficient on statistical software, such as SPSS.
- Management, organizational, and interpersonal skills.
- Communication skills, both face-to-face and electronic.
- Analytical and problem solving.
- Data collection and analysis.
- Budget design and management.
- Financial statement development.
- Knowledge of accounting elements and principles.

Public Speaking

- Bible Study Leader, Bridgeway Community Church, 2011-2012.
- PTO President Speaker, Fall Creek Intermediate School 4th Grade Parent Night, 2011, 2012.
- Devotional Speaker, Bridgeway Community Church Women’s Retreat, 2010.
- Teacher, Encounter Women’s Retreat, 2010.
- Keynote Speaker, Encounter Women’s Retreat, 2009.
- Devotional Speaker, Encounter Women’s Retreat, 2009.

Courses Taught

- ACC 201 – Accounting Principles I
- ACC 202 – Accounting Principles II
- ACC 312 – Intermediate Financial Accounting II
- ACC 423 – Auditing
- ACCT 241 – Principles of Accounting I
- ACCT 515 – Managerial Accounting
- ADM 372 – Accounting for Managers
- ADM 508 – Business, Analysis, and Technology
- BUS 150 – Personal Finance
- BUS 220 – Accounting for Business
- BUSN 307 – Business Finance
- BUSN 400 – Foundations of Accounting

- MBA 682 – Principles of Executive Leadership
- MGT 302 – Management and Leadership
- MGT 412 – Financial Planning and Control Systems
- MGT 510 – The Theory and Practice of Leadership

Curriculum, Publications, Papers, and Research

- Course writer for Foundations of Accounting for the MBA pre-requisite courses, Lee University, 2012-2013.
- Corrected Master Course Outlines for various courses, Lee University, 2012.
- Course Re-write for Accounting for Managers onsite and online, Indiana Wesleyan University, 2011-2012.
- Developed Master Course Outlines for four associates and bachelor's level liberal arts courses, Indiana Wesleyan University, 2011.
- Applied Management Project- Comprehensive Business Plan, 2005.
- Editor, Scribbles & Giggles, 2005 – 2007.
- Developed children's ministries curriculum and training materials in English, French, and Spanish, COGOP International Offices, 1994 – 1996.

Community Activities

- Musician and Vice President, Greater Cleveland Community Band, Cleveland, Tennessee, 2012 – present.
- Choir and Orchestra Member, Westmore Church of God, Cleveland, Tennessee, 2013 – present.
- Bible Study Leader, Bridgeway Community Church, Fishers, Indiana, 2011 – 2012.
- Children's Choir founder and director, Bridgeway Community Church, Fishers, Indiana, 2011 – 2012.
- Member Bridgeway Community Church, Fishers, Indiana, 2010 – 2012.
- Director, Encounter Women's Retreat, South Lake Worship Center, Hobart, Indiana, 2009 – 2010.
- Worship Team Member, South Lake Worship Center, Hobart, Indiana, 2008 – 2010.
- Member, South Lake Worship Center, Hobart, Indiana, 2008 – 2010.
- Worship Leader, Brecksville Church of God of Prophecy, Brecksville, Ohio, 2002 – 2006.
- Member, Brecksville Church of God of Prophecy, Brecksville, Ohio, 2002 – 2008.

Honors & Awards

- Outstanding Professional Award, Indiana Wesleyan University, 2005.
- Outstanding Instrumental Musician Award, Lee University, 1998.