

# JAMES C. McDERMOTT M.S.

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## Executive Officer

**Exceptional Leadership Built on Integrity, Earned Trust, and Innovative Thinking**

### EXECUTIVE PROFILE

Detail-oriented, forward thinking Administrative Professional with a passion for being challenged and challenging others. Solid business management experience, personnel supervision, marketing, sales, budget management, inventory control, Twenty-two years in the United States Air Force taught the importance of leadership and teamwork; developing clearly defined objectives and successfully executing them; and the preparation of organizational readiness strategies; skills clearly transferable to the business sector. Adept in academic admission procedures, recruitment, student advising, and small business counseling.

### SIGNATURE STRENGTHS

- **Inspirational Leader**

Build a team. Lead the team. Inspire them to greatness. Value diversity as one of our greatest strengths, and foster the unique in each individual.

- **Effective Communicator**

Committed to honest and open communication. Reputation as a strong relationship-builder with students, faculty, and administration.

- **Professional Etiquette**

Integrity and responsibility above all else. Never allow self-interest to trump organizational needs. And always check your bias and ego at the door.

### VALUE-ADDED COMPETENCIES

• Skilled Facilitator of Team Projects • Distinguished Public Speaker • Outstanding Analytical Skills • Proactive • Enthusiastic • Energetic • Committed to Excellence • Willing to Go the Extra Mile • Able to Recognize Emerging Opportunities, Provide Strategic Solutions, and Execute Plan Successfully

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### EDUCATION

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**M.S. in Business Organizational Management**, Concentration: IT – University of La Verne, California

**B.S. in Occupational Education**, Concentration: Business Administration – Wayland Baptist University, Texas

**Continuing Education** – Have completed 64 graduate credit hours at Capella University School of Business

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### PROFESSIONAL EXPERIENCE

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UNIVERSITY OF ALASKA, FAIRBANKS

2008—PRESENT

#### **Business Professor**

Prepare and present lectures, design and administer exams, research and compile instructional material. Courses taught include Small Business Management, Intro to Business, Organization Behavior, Entrepreneurship, and Organization Change & Development. Advisor for the UAF Associated Students of Business.

Took on additional duties for colleague who'd fallen ill. Students had large scale project and presentation on Management Proficiency to complete in short order. Reworked my coursework & personal schedules to accommodate getting up to speed on project objectives, and map out strategy. Conducted morning, evening and weekend sessions with students, along with Internet chats to ensure we remained on task.

**Result:** Delivered inspired, energetic presentation, on schedule. Client stated we surpassed expectations on every account. Dean for the School of Management commended me for "*saving their bacon.*"

**Small Business Development Center Counselor**

Provided small business counseling. Developed and facilitated small business workshops and outreach activities to the community.

- **Notable Achievements:** Under my direction, SBDC coordinated quarterly Women Entrepreneurship Networking events, which allowed for leadership, networking, and mentoring for women in Fairbanks. Brought in high level mentors as guest speakers, for example Patent Attorneys and SBA representatives.

AXIA COLLEGE (UNIVERSITY OF PHOENIX)

2005—2008

**Adjunct Instructor**

Taught Critical Thinking and Informational Technology courses. Notably successful in meeting the challenge of delivering quality, distant education via technology advancements. Making myself accessible, and practicing diligent follow-up with my students, created a rewarding learning experience.

UNIVERSITY OF ALASKA, ANCHORAGE (UAA)

2004—2006

**Enrollment Services Advisor**

Counseled new, continuing, and transfer students with enrollment, financial aid, records, and registration requirements.

WAYLAND BAPTIST UNIVERSITY • ANCHORAGE, AK

2003—2005

**Adjunct Instructor**

Taught courses in Windows XP, Microsoft Business Application software, Management Information Systems, and Business Electronic Commerce.

- Required my having a minimum of 18 graduate credit hours specializing in IT.

DEVRY UNIVERSITY, ALASKA

2001—2003

**Recruiter & Educational Advisor**

Interviewed and conducted interest evaluations with prospective students and families, and provided instruction on admissions and financial aid requirements. Conducted career workshops in virtually all schools in Alaska, reaching out to several thousand students.

- Notable Achievement: DeVry's "2003 New Comer of the Year"

STATE OF ALASKA, ALASKA PSYCHIATRIC INSTITUTE

1999—2001

**Administrator,** MSDS Database. Purchaser, medical supplies/equipment. Warehouse Supervisor.

ANCHORAGE SCHOOL DISTRICT • ANCHORAGE, AK

1998—1999

Distribution Manager, managed supply/equipment distribution for 86 ASD schools. Served as Department Information System Trainer for ASD warehouse personnel, financial, payroll, and HR.

UNITED STATES AIR FORCE

1975—1998

- **Rank Achieved:** Master Sergeant (*Honorable Discharge*)
- **Medals Received:** 4 Air Force Commendation Medals, Humanitarian Service Medal, 7 Good Conduct

**TRANSFERABLE SKILLS**

Managed 1,200 personnel • Controlled organizational budget of over Multi-Million dollars annually • Managed Multi-Million dollar Inventory budget • Strict adherence to prescribed budgets eliminated need for additional funding Monitored President's "Fraud, Waste, and Abuse" budget policy • Respected Leader, earned through trust, integrity, and a passion for excellence.