

## **CURRICULUM VITAE**

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### **Statement of Teaching Philosophy**

As an educator, the biggest motivator for me is helping others succeed. I feel rewarded when I am able to help someone change their life. Whether that is helping someone learn a new concept or helping a student work through a problem, I am making a positive impact on their lives. Being an educator is a career that is meaningful to me and I believe that the students, colleagues, and administrators that I work with understand and appreciate my dedication. I am passionate about the possibilities that an education has to offer and know my students benefit from my extensive experience and education, love of the field, and desire to help my students succeed. I offer students the tools they need for success, but they are the ones that work hard and create the success and become well rounded contributors to society. If I can help one person feel better about themselves, overcome a challenge in class, or do something they think they could not before, I have done well. I am able to connect to adult learners in a way that is meaningful and motivating because I understand the special needs of the adult learner. I am committed to the personal success of each of my students and they drive me to be a better educator and person.

Understanding the special needs of the adult learner allows me to be an exemplary instructor. In addition, students need to view their instructor as a mentor and role model. I offer experience and expertise in a way that both encourages and benefits them as a serve as both a mentor and instructor. I am able to connect to students in a way that is meaningful and motivating. To create relevancy for the student, I strive to have the course material connect to their lives, goals, or career. To accomplish this, I always ask students to share their own examples and experiences with others. This adds value and meaning to the course and allows the learners to connect to the material in a personal way. I strive for continual improvement and I am committed to keeping class interesting by using multiple formats, current events, and innovative technologies. I really like to build intrinsic motivation in my students so they can drive their own success. When students start the class they don't think they can do it, but as the course progresses, I can see that spark start to form and students realize they can do this. When I see that spark, I know I have truly done my job and achieved personal fulfillment.

### **Personal Attributes**

Highly qualified educator with over twelve years of teaching experience.

Detail oriented professional with extensive senior level management experience.

Apply a variety of teaching styles and adapt instruction to students with diverse learning styles.

Ability to excel in a demanding, outcome-oriented, and dynamic work environment.

Incorporate innovative and proven teaching strategies that promote student success.

Skilled in many disciplines such as human resources, management, marketing, and leadership.

Always find time for students who have individual challenges to assist and guide them to find the best in themselves.

Possess excellent written and verbal communication skills, extremely organized, reliable, and dedicated to student success.

Deeply committed to submitting high quality work no matter the timeline.

Vast expertise in curriculum development focused on student achievement and outcome attainment.

Committed and fearless leader about to overcome any challenge to achieve organizational goals.

Unwavering dedication to each student, never giving up, regardless of the challenge.

Strong advocate for students, bringing solutions to address their learning difficulties.

### **Formal Education**

<b>PhD, Organization and Management</b> (GPA: 4.0) Capella University, Minneapolis, MN	2009
<b>MBA, General Business</b> (GPA: 3.875) Indiana Wesleyan University, Marion, IN	2006
<b>MBA, Marketing</b> (GPA: 4.0) Strayer University, Herndon, VA	2013
<b>BBA, Human Resource Management</b> (GPA: 4.0) Marian University, Indianapolis, IN	2004
<b>AA, Liberal Arts</b> (GPA: 3.2) St. Leo College, St. Leo, FL	1984

### **Licenses and Certificates**

Corporate Compliance and Ethics Professional (CCEP)	2011
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## **Educator Experience**

Facilitate threaded discussions between students to create an engaging environment.

Monitor student progress and assess students' work in assigned courses offering formative feedback to improve outcomes.

Evaluate and record grades for discussion responses and all written assignments.

Communicate with students and appropriate departments on student course progress and participation.

Develop courses in learning management systems, such as D2L, Blackboard, Angel, and Moodle.

**Professor, Glenn R. Jones School of Business** 10/ 2018-Present  
Trident University, Cypress, CA

Full-time professor teaching undergrad & grad human resource management courses. Ongoing review to update undergraduate human resource management courses.

**Adjunct Professor, School of Business** 2011 - Present  
Northern State University, Aberdeen, SD

Teach various online marketing, management, ethics, and human resource courses.

**Adjunct Professor** 2014 9/2018  
Ottawa University, Ottawa, KS

Teach various online marketing, management, ethics, and human resource courses.

**Adjunct Professor** 2014 – 9/2018  
Strayer University, Herndon, VA

Teach various graduate and undergraduate business courses.

**Professor, School of Business** 2010 - 2014  
Strayer University, Jackson, MS

Teach various graduate and undergraduate business courses.

**Adjunct Professor, Dissertation Committee Member, Management Division** 2018  
William Howard Taft University, Lakewood, CO

Teach various graduate and undergraduate business courses; participate on doctoral dissertation committees.

Dissertation Committee Member for Doctoral students; reviewed dissertation proposal, providing recommendations for changes and topic direction; reviewed final dissertation for errors.

**Adjunct Professor, College of Business Administration** 2009 – 9/2018  
TUI University, Cypress, CA

Teach various graduate and undergraduate business, leadership, human resources, and organizational behavior courses.

**Adjunct Professor, School of Business** 2008 - 2011  
Allied American University, Laguna Hills, CA

Taught various online Business and Marketing courses.

**Adjunct Instructor, School of Business** 2009 - 2010  
Brown Mackie College, Indianapolis, IN

Taught various on ground accounting and human resources courses.

**Adjunct Professor, School of Business and Technology** 2010 - 2011  
Excelsior College, Albany, NY

Taught an online Business Ethics course.

**Adjunct Instructor, School of Business** 2009 - 2010  
Harrison College, Indianapolis, IN

Taught online Principles of Business course.

**Adjunct Instructor, School of Business** 2009 - 2010  
National College, Indianapolis, IN

Taught various grounded Business Ethics, Law, and Psychology courses.

### **Administrative Leadership Experience**

**Associate Dean, General Education and Business Division** 2015 - 2016  
Mid-State Technical College, Wisconsin Rapids, WI

- Responsible for the interviewing, hiring, training, termination, performance management, employee development, and retention of adjuncts and full-time faculty.
- Responsible for the development of new programs and support of existing programming.
- Oversaw program scheduling, curriculum development, accreditation and evaluation.
- Coordinated program accreditation, certification, and licensure, when applicable.
- Managed student recruitment, registration, orientation, retention, and placement.
- In charge of pursuing contracts and grants.
- Maintained internal and external communication and collaborative efforts.
- Prepared and maintained the budget and managed facility and equipment management and inventory.

**Campus Dean**

2011 - 2014

Strayer University, Milwaukee, WI

- Served as campus dean and full-time campus-based and online adjunct business faculty member for various graduate and undergraduate level business courses,
- Interviewed, selected, hired, trained, and retained faculty with the highest level of academic credentials and teaching experience.
- Developed and mentored at least one back up leader for succession planning.
- Ensured compliance and completion of all required training was done before or by the deadline.
- Managed direct reports' performance improvement plan appropriately and in a timely manner.
- Ensured faculty observation schedule met regional expectations.
- Provided excellent customer service to students and other stakeholders.
- Achieved and/or improved NPS (relative to student learning) above the University's averages, and worked actively to reduce student complaints.
- Monitored student retention and success rates for every course, conducting review panels with students and faculty.

**Associate Campus Dean and Business Professor**

2011 - 2011

Strayer University, Jackson, MS

- Served as Associate Campus Dean and business faculty member for various undergraduate and graduate level business courses.
- Evaluated faculty performance offering development opportunities when applicable. Engaged in student advising for enrollment projections for future terms.
- Interviewed, selected, and trained new adjunct faculty when needed.
- Organized professional growth for faculty incorporating best practices.
- Worked in conjunction with students and faculty to resolve student issues.
- Recommended term offerings and scheduled classrooms and faculty.
- Updated and monitored non-attending students and students-at-risk reports.

**Vice President, Academic Affairs**

2009 - 2010

**Dean of Academic Quality Assurance (Online)**

2009 - 2009

**Adjunct Professor, Executive Business Program**

2008 - 2009

Marco Polo International University, Panama

- Developed 15 degree programs for business administration baccalaureate-level business students and masters' level students in Executive MBA degree programs (ethics, research, marketing, human resources, international business, leadership, business administration, and finance).
- Developed business courses for MPIU degree programs, including human resources, marketing, management, leadership, ethics, and international business.
- Conducted faculty and academic staff recruitment and development activities to improve faculty teaching performance.
- Trained incoming faculty on the use of the Moodle learning management system.
- Provided advisory recommendations to the President on all academic appointments and promotion matters, and ensured that such processes complied with the terms of faculty agreements.
- Developed a comprehensive Academic Policy Manual for MPIU.

## **Articles and Research**

Lamb, T. (2009). Dissertation: Whistle-Blowers: A study of employee decision-making. Capella University, Minneapolis, MN.

My dissertation was about employee decision making as it relates to whistle blowing. Oftentimes the HR Director, Vice President, or Manager is the “go to” person when an employee wants to blow the whistle on an action they feel is unethical, illegal, or, at the very least, questionable. This poses a difficulty for some whistle blowers because sometimes the person who is the problem is in the HR department. It is at this point that an employee needs to go to another person, perhaps outside the company, who can effect the change needed to correct a situation. Once the whistle is blown and deemed to be authentic, it is often the role of those in HR leadership to ensure that a plan is created to legally resolve any unethical issues. They also need to make sure that there is no retaliatory action taken against the whistle blower.

## **Industry and Professional Experience**

**HR Liaison/IT Department Manager**  
Rexnord Industries, Indianapolis, IN

2003-2006

Ensured IT department employees at local facility completed required annual documents and insurance program selection.  
Researched potential refresher courses for IT department employees to update their IT skills.  
Tracked employee development and education courses.  
Informed IT department employees of changes in employee benefits.  
Resolved HR issues for IT departmental employees.  
Created and maintained departmental employee anniversary program.  
Submitted annual IT department budget after combining 12 IT divisional budgets into one IT master budget.

**HR/Personnel Manager**

1986 – 1990

United States Marine Corps, bases: Camp Pendleton, CA; MCAS Air Station, Okinawa, Japan; and MCAS Camp Pendleton, CA.

Trained staff in the areas of computer hardware and software use, policies and procedures, and specific job functions.  
Submitted annual Pro and Con marks for staff; counseled staff on their marks.  
Developed training manuals for each department in the administrative office.  
Ensured unit members were promoted on time once they have time in service and rank.

**Drill Instructor**

1984 – 1986

United States Marine Corps, Parris Island, SC

Instructed and led over 500 recruits in all functional areas of becoming U. S. Marines: drill, physical training, military history, and marksmanship.  
Ensured recruits completed all required employment forms.

**Entrepreneurial Experience**

**HR/Management Training Consultant**  
Global Motives, LLC, Indianapolis, IN

2004 – 2018

Trained line managers in the areas of corporate compliance, human resources, leadership, time management, core management skills, ethics, diversity, discrimination, and harassment.  
Conducted upper management training to leadership teams in the areas of leadership skills, supervisory skills, project planning, communication, and corporate compliance and ethics.  
Developed and implemented management training program covering leadership, core management and supervisory skills, internal communications, legal issues, diversity, ethics, discrimination, and harassment.  
Assisted HR Directors with special HR research issues.

**Information Disseminator for Veterans**  
Info4Vets

2018-present

Created a website that is a one-stop-shop for military veterans to go for information on topics, such as benefits, education opportunities, discounts, legislative changes, community events for veterans, and other areas yet to be determined.

**Educational Training**

Workplace diversity  
Strayer University

2010-2017

Ethics  
Strayer University

2010-2017

Accommodations for Students with Disabilities  
Strayer University

2010-2017

**Business and Technical Training**

Corporate Compliance and Ethics Professional training  
Compliance Certification Board

2009-2011

**Memberships and Affiliations**

Alpha Chi

2013 - Present

The Golden Key

2013 - Present

American Marketing Association

2009 - Present

Academy of Management

2007 - Present

Society for Human Resource Management

2006 - Present

Delta Epsilon Sigma

2004 - Present

**Community Service and Social Contributions**

Chamber of Commerce Ambassador Wisconsin Rapids, WI	2015 - Present
Officer, Elks Lodge #693 Wisconsin Rapids, WI	2017 - Present
Indy Reads volunteer reading coach Indianapolis, IN	2007 - 2008
Chamber of Commerce Ambassador San Diego, CA	1990 - 1992

**Conferences Attended**

Academy of Management Annual Conference	2015
Wisconsin Administrators of Marketing and Business Occupations	March/October 2015/2016

**Residencies and Colloquia****Capella University**

PhD Colloquium Track I	Winter 2007
PhD Colloquium Track II	Spring 2007
PhD Colloquium Track III	Fall 2007

**Awards and Honors**

Nominated for Teacher Excellence Award Trident University, Cypress, CA	2016
Gold Award for Highest Net Promoter Scores Strayer University, Milwaukee, WI	2013
Outstanding Professional Award Indiana Wesleyan University, Marion, IN	2006
Graduated Summa cum Laude Marian University, Fond du Lac, WI	2004



## **Highly Competent Subject Areas**

### ***Subject Matter Expert : (HR-related)***

Business Ethics  
Business Management  
Human Resources  
International Business  
Labor Relations  
Leadership  
Organizational Behavior  
Organizational Theory  
Payroll  
Retail Management Consumer Behavior  
Small Business Management  
Strategic Planning  
Staffing  
Training and Development

### ***Subject Matter Expert : (Other)***

International Marketing  
Marketing  
Marketing Management  
Market Research  
Research Methods  
Sales

### ***Learning Management Systems***

Moodle  
Angel  
e-College  
Blackboard  
Desire-to-Learn (D2L/Brightpoint)

## **References**

Dr. Jennifer Dartt  
Dean of Faculty- Marketing, Strayer  
University  
Phone: 512-758-2114  
Email: jennifer.dartt@strayer.edu  
Current supervisor

Dr. Doris Martin  
Teacher, Grinnett County Public  
Schools  
Phone: 630-709-3312  
Email: Drl4586@aol.com  
I trained her to be a Campus Dean

Dr. Prakash Menon  
John Deere Co.  
Phone: 563-449-2674  
Email: Prof.pmenon@gmail.com  
I hired him at MPIU

Dr. Helen Oliver  
Faculty, Rust College  
Phone: 601-717-0887  
Email: dorismartin103@gmail.com  
Former supervisor