

Cindy J. Atchley
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SUMMARY:

- Professional experience in international, corporate, academic and virtual environments.
- Demonstrated results in marketing and sales, management, consulting, instructional design and teaching.
- Academic achievements in international business, strategic management, administration, and linguistics.
- Skilled in communication and presentations, program development and management, project management, distance learning and online educational development.

PROFESSIONAL EXPERIENCE:

University of Illinois at Chicago, Chicago, IL

01/09 – 03/12

Program Management and Operations

Brought on board to work with colleges within the university system to develop, launch and manage fully online degree and certificate programs within UI Global Campus. Worked with UIC Online to transition and manage course development, faculty training and operations for a portfolio of programs within the university.

Deltak Edu, Inc., Burr Ridge, IL

06/04 – 01/09

Director, Academic Services

In charge of online program development, faculty training, execution and instructional design of online academic programs for Deltak clients: University of Scranton, Creighton University, Benedictine University, Utica University, Chicago School of Psychology, Saint Xavier University.

- Managed roll-out, curriculum design and development of fully online degree programs for university clients.
- Responsible for faculty training and support at multiple universities using various media.
- Develop specialized online resources, tutorials and wikis for both students and faculty.
- Supported client in achieving \$3M gain in revenue in 3 years for new online program.
- Worked as a team to increase enrollments by 400%.

BE Educational Consulting, Inc., Tokyo, Japan

Educational Consultant/Instructor

06/03 – 04/04

Responsible for development and instructional design of online academic programs.

- Completed oversight, design and execution of development and roll-out of University MBA Online Program in Japan, in addition to courses in Professional and External Education.
- Actively worked with international institutions, corporations and subject matter experts; in Nagoya, Japan, Saudi Arabia; and Taiwan.
- Worked and lived in Tokyo, Japan, working on consulting projects, teaching Business English and researched Japanese business culture.

University of Illinois at Chicago (UIC), Chicago, IL

Director, Professional Development Programs (PDP)

08/99 – 05/03

Developed and headed a self-funded division of the College of Business. Responsible for creating certificate programs, seminars, and online programs, PDP Partner Programs, and custom corporate programs to increase sales in the competitive Chicago educational market

- Research and analysis of growth and development of Adult and Distance Education markets, domestically and internationally. Tracked industry data for expansion.
- Recruited and worked jointly with Fortune 500 companies and associations to create custom training programs.

- Initiated, co-wrote, and awarded monetary grants to develop and implement E-Business E-Commerce Online Certificate and MBA Online Programs.
- Developed concept for online educational programs including course architecture and multimedia.
- Created global marketing strategy to export certificate programs and instructors to international organizations. Presentations/meetings in France, Brazil, Singapore, Japan.
- Created integrated marketing concept for materials using both digital and print media.
- Initiated relationship and an integral part of the negotiation team and development resulting in a dual Online MBA and PDP program with Nagoya University of Commerce and Business in Nagoya, Japan.

Associate Director, Office of UIC MBA Programs

06/98 – 07/99

Managed day-to-day operations including supervision of office personnel and academic operations of 600 student MBA program.

ACADEMIC EXPERIENCE:

- **Adjunct MBA and MPH Faculty, Benedictine University, Lisle, IL**
 - MBA/MPH Multicultural Management online (Instructor/developer: 2006-)
 - MBA International Business online (Instructor/developer: 2005-)
 - MBA International Marketing online (Instructor: 2012-)
 - MBA Marketing Strategies in the Digital Age online (Instructor/developer: 2008)
 - MBA Leadership and Ethics in a Global Environment online (Instructor: 2005)
 - MBA Managerial Communications, Shenyang, China (Instructor/developer: 2005)
 - Developed/Facilitated Online MBA Study Skills Course (2002-2003)

Subject Matter Expert and Course Developer for the following:

- MGT 302 International Management (2011)
- MGT 320 Organizational Behavior (2011)
- MGT 266 Essentials of Compensation and Benefits (2011)
- MGT 270 Employment Law and Risk Management (2011)
- **Adjunct Continuing Faculty, Colorado State University Global Campus**
 - BBA Management and Global Economics online courses (Instructor: 2009-)
- **Adjunct Continuing Faculty, Herzing University**
 - BBA Organization Behavior, Management and Capstone online courses (Instructor: 2010-)
 - BBA International Human Resource Management online (Instructor/developer: 2011-)
- **Adjunct Lecturer, University of Illinois, Chicago, IL**
 - BBA MGMT 350 Business and its External Environment online (Instructor: 2010-)
 - BBA MKTG 469 International Marketing online (Instructor: 2012-)
 - Developed/Taught ESL Business English MBA courses (1999–2000)
- **Adjunct Continuing Faculty, Keller Graduate School of Management, Chicago, IL**
 - MBA International Business online (Instructor: 2005-2007)
- **ESL/EFL Instructor:**
 - BIR Training Center, Chicago, IL, (2004-2005)
 - NOVA Japan and business clients, Tokyo, Japan, (2003-04)

Experienced designer/instructor using Blackboard, WebCT, eCollege, D2L and Angel e-learning courseware platforms.

EDUCATION:

- Ph.D. Management (expected graduation 2012)
Multicultural and Learning Management
ABD March 2012, Dissertation topic: World Class Universities in Asia
Walden University
- M.A., *Applied Linguistics: TESOL*
University of Illinois at Chicago, May 1998
- M.B.A., *International Business, Strategic Management, Economics*
University of Illinois at Chicago, May 1996
- B.B.A., *Marketing, Management*
University of Oklahoma, December 1985

International Professional Programs:

- Certificate, *Brazilian Business Operations*
Fundação Getulio Vargas, São Paulo, Brazil, summer 2002
- Certificate, *Management Programme in European Business*
Normandy Business School, Le Havre, France, summer 1995

Academic Presentations:

Presenter, Institute of Behavioral and Applied Management Conference, Scottsdale AZ, October 2005: *Virtual Teams in the Online Educational Environment*.

References:

Available upon Request