

JENNIFER MORIN, MBA, PMP, CSM

HIGHER EDUCATION SUMMARY

Successful faculty for a unique and innovative integrated business program with a flipped-classroom format and previously a passionate administrator for multi-million-dollar online learning business programs. Teach business courses including Project Management, Accounting, Finance, Management, Business Communications, Computer Information Systems/ PC Applications, and Entrepreneurship. Design curriculum, develop courses, and write content including test banks, instructor manuals, case studies, e-book chapters, and video and web-based assessments. Experienced in assessment and accreditation for SACSCOC, IACBE, PMI, AACSB, and ACE. Proficient in Canvas, Blackboard/ANGEL, proprietary learning management systems and Pearson MyLabs.

EDUCATION

Doctoral Student, Texts and Technology (PhD) *University of Central Florida, anticip. grad. July 2022*
Master of Business Administration (MBA) *Florida Institute of Technology (3.9 GPA), Dec 2010*
Bachelor of Arts in Psychology (BA) *University of Central Florida (summa cum laude), May 2005*

CERTIFICATIONS

2015-Present **Project Management Professional (PMP)**

Project Management Institute (PMI), License 1789458

2018-Present **Certified ScrumMaster (CSM)**

Scrum Alliance, Certificate 000810080

TEACHING EXPERIENCE

2016-Present **University of Central Florida** Orlando, FL

Faculty, College of Business, Integrated Business Program Instructor

- Faculty engage students through a unique and innovative face-to-face, flipped classroom format with a focus on soft-skill development. Students are immersed in course content prior to class meetings via utilization of Canvas LMS online courses and spend class sessions applying concepts through individual and group presentations, activities, and case study analyses with the guidance of high-energy, expert faculty.
- Faculty encourage achievement of learning objectives, engage students via discussions, and promote a positive learning environment by providing students immediate, constructive, and customized feedback.
- MAN 4583: Project Management. Foundations of project management in assorted business organizations (large/small; manufacturing/service; for profit/ not for profit). Covers all project phases from initiation to termination. Students develop and present a detailed project management plan.
- ENT 4412: Managing Small Business Finance. Provides an overview of financial issues faced by small- and medium-sized business, including cash flow and working capital management and financing. Students develop decision-making skills based on financial data analysis.
- University Service: Faculty Center for Teaching and Learning Advisory Board ('18-'19); Faculty Excellence Advisory Council, Committee Member ('16-'17; '17-'18; '18-'19); Faculty Advisor, Knights Association of Project Management ('16-'17; '17-'18; '18-'19); Competency-Based Education Pilot Participant ('18-'19); Faculty Hiring Committee ('17-'18)

TEACHING EXPERIENCE (CONTINUED)**2013****Eastern Florida State College**

Melbourne, FL

Adjunct Faculty, Entrepreneurship and Business Programs

- Faculty develop course content; engage students through communication tools such as email, course news, and discussion boards; respond to students in a timely manner to encourage achievement of learning objectives; promote positive learning environment by providing customized feedback and prompt assignment grading; master utilization of ANGEL LMS.
- ENT 2172: Opportunity Analysis & Franchising. Focuses on identification and evaluation of viable business concepts including franchises aligning with student's personal skills and goals as well as opportunities that arise from social change, demography, and technology. (Online)
- FIN 2000: Principles of Finance. Focuses on managerial finance concepts including comprehension of financial statements, budgeting, bonds, debt, equity, and the time value of money in relation to managing current assets and current liabilities of a firm. (Online)
- ENT 2411: Small Business Accounting & Finance. Focuses on accounting and finance principles and procedures relevant to owning and operating a small business, including utilization of QuickBooks accounting software. (Online)

2008-2015**Florida Institute of Technology**

Melbourne, FL

Adjunct Faculty, College of Business Online Programs

- Faculty engage students through communication tools such as email, course news, and discussion boards; respond to students in a timely manner to encourage achievement of learning objectives; promote positive learning environment by providing students customized feedback and prompt assignment grading; master utilization of proprietary LMS.
- EBA 3321: Essential Business Skills. Focuses on organizational communications (verbal and non-verbal) in terms of effectively planning and formatting business messages. Students revise and/or compose business documents, presentations, and resumes. (Online)
- EMG 3301: Principles of Management. Focuses on managerial processes in terms of scope, strategy, leadership, staffing, control, and change. Global and ethical implications of management are addressed. Students develop written communication skills and organizational decision-making skills. (Online)
- CIS 1130: PC Applications. Focuses on basic computer concepts and terminology including utilizing applications for word processing, spreadsheet creation, and presentation management (MS Office: Word, Excel, & PowerPoint). (Online)
- ASC 1006: Mastering eLearning. Focuses on essential academic survival skills for new online students including academic honesty policies, time management, and study skills. (Online)

DEVELOPMENT EXPERIENCE**2018-2019****Martinsburg College**

Martinsburg, WV (Remote)

Freelance Content Developer (contract-basis)

- Develop course content for the institution's online Business & Professional Development Certificate Programs and provide feedback on Project Management curriculum content and updates.
- Create original course content and revise existing content to align with course-level learning outcomes, sequence content into modules, curate web-based course content such as video lectures and e-book chapters and develop assessments and instructor manuals. Prioritize deliverables based on deadlines while providing high quality content.
- Courses: Project Management Essentials, Project Integration Management, Project Risk Management, Business Management II, and Introduction to Business Process Improvement (Six Sigma)

2016-Present**Wisewire Inc.**

Baltimore, MD (Remote)

Freelance Content Developer (contract-basis)

- Manage multiple contracts to develop course content for Wisewire's client institutions. Negotiate and adjust budget/payment or schedule requirements based on changes in scope and/or modifications to deliverables.
- Create original lesson content aligned with learning outcomes, including e-book chapters (part OER), assessments, PPT presentations, and instructor manuals. Prioritize deliverables based on deadlines while providing high quality content.
- Disciplines/ Courses: Leadership, Intro to Business, Organizational Theory and Behavior, Financial Management, Principles of Marketing, Intercultural Communication and Leadership, Customer Service

DEVELOPMENT EXPERIENCE (CONTINUED)

2015-Present **Pearson Education**

Boston, MA (Remote)

Freelance Content Developer (contract-basis)

- Manage multiple contracts to develop content and resources for Editors at Pearson Education. Negotiate and adjust budget/payment or schedule requirements based on changes in scope and/or modifications to deliverables.
- Align video content to text materials and learning outcomes, select new content, develop assessments, review and revise existing assessments, and create instructor materials for web-based assessments. Prioritize deliverables based on deadlines while providing high quality content.
- Disciplines: Management, Organizational Behavior, Human Resources, Marketing, Entrepreneurship, Supply Chain Management, Quality Management, Operations Management, Project Management

2015-Present **nSight (formerly Cohesion Inc.)**

Boston, MA (Remote)

Course Developer: Subject Matter Expert, Project Management (contract-basis)

- Consult with nSight client, Pearson Education, to develop Project Management (PM) curriculum programs for two separate institutions, including development of overall program summary, program outcomes, course titles, descriptions, and course-level objectives. Consult with additional private client institutions to develop accounting coursework.
- Collaborate virtually with instructional design team to manage project scope, identify and sequence deliverables, create the project schedule, monitor project progress (Webex and Hangout status meetings), and utilize web-based collaborative document storage system and platform (Box and Google Docs).
- Development activities for mapping courses involve textbook and learning materials selection, asset and multimedia identification, assignment and case study creation, and syllabus design. Projects culminate with the deliverable of online course shells built within an e-learning platform, pre-packaged and ready for delivery to the partner institution.
- *Grad. Courses (2017-2018)*: Intro to Project Management; Talent Management; Advanced Project Management Topics.
- *Undergrad. Courses (2015-2016)*: Foundations of Project Management; Strategic Project Planning and Development; Risk, Quality, and Procurement Management; Leading, Managing, and Communicating with Stakeholders; Integrated Project Management; Project Control and Performance Management. Managerial Accounting and Financial Analysis.

2015-2016 **Achiever Education & Training LLC.**

Northport, WA (Remote)

Course Developer, Walmart Education Track (contract-basis)

- Created courses for Achiever Education's client, Walmart, for the Walmart Education Track training program. Authored course descriptions and course-level learning outcomes, created course assessments mapped to outcomes, estimated weekly contact hours, and completed forms to meet ACE (American Council on Education) accreditation standards.
- Development activities for mapping courses involved OER (open education resource) materials selection, assignment creation, and syllabus design. Project culminated with deliverable of online course shells built within the Canvas e-learning platform, pre-packaged and ready for delivery to the partner institution with ACE accreditation.
- Courses: Information Technology Project Management, New Product Development Strategies, and Shopper Markets

PROFESSIONAL EXPERIENCE

2007-2015 **Florida Institute of Technology**

Melbourne, FL

Manager of Assessment, College of Psychology and Liberal Arts (2014-2015)

- Managed assessment efforts and oversaw data collection process for on-campus and online programs in alignment with SACSCOC accreditation standards and the University's strategic goals.
- Supported Dean, Senior Associate Dean, and Academic Chairs with accreditation projects including report generation, database management, document/ template creation, collaborative faculty sessions, and utilization of Weave Online software system while acting as a liaison and consultant across academic/ administrative units.
- Fostered a culture of assessment by engaging faculty, creating and distributing electronic faculty resources, and increasing faculty involvement in the feedback process based on analysis of measurable student learning outcome results. Focused on creation and implementation of actionable plans for continuous quality improvement of program-level goals and course-level measures/ assessment. Supported faculty in assessment planning and course mapping for new programs.
- Explored current technologies to streamline data collection process including utilization of MS Access database queries to isolate student populations, shared drive technology for document storage/ collaboration, and intranet for resource sharing.

PROFESSIONAL EXPERIENCE (CONTINUED)

2007-2015 **Florida Institute of Technology (continued)**

Melbourne, FL

Program Coordinator, College of Business/ Online Learning (2009-2014)

- Managed Online Learning programs for the College of Business undergraduate and graduate academic areas of Marketing, Internet Marketing, Healthcare Management, Management, and Project Management.
- Provided administrative support to four Academic Chairs by facilitating the adjunct faculty hiring process including review of qualifications, maintaining an updated adjunct database, submitting adjunct assignments each 8-week term; reviewing and updating course projections, assisting with course syllabi revisions following textbook changes/updates, and overseeing course development. Provided oversight for 60+ adjunct faculty employees and over 40 online courses.
- Assisted over 800 students with academic inquiries, transfer credit evaluations, grade appeals, and academic paperwork.
- Continuously evaluated quality of online programs, student learning outcomes, and SACS accreditation standards.
- Supported Academic Dean and Director of Assessment with other accreditation projects including report generation, database management, and utilization of Weave Online software system for SACS, IACBE, and AACSB accreditation.
- Supervised 2 student workers who assisted me with clerical duties. Managed hiring, training, budgeting, and scheduling.
- Successfully managed projects such as PMI program accreditation and the library display showcase.
- Traveled for work-related education/ technology conferences to present materials and recommendations upon my return.

Financial Aid Counselor (2008-2009)

- Counseled and advised students, parents, agencies, and University staff on all aspects of financial aid programs, policies, procedures, and financing options.
- Maintained knowledge of all federal, state, university, and private assistance programs; determined aid eligibility while processing student applications; ensured fund disbursement and aid reconciliation; continuously reviewed and updated award information while coordinating with enrollment management department.

Account Analyst, Student Finance Office (2007-2008)

- Processed individual student payments by cash or check; cashed student payroll checks, petty cash vouchers, and personal checks; balanced all tendered amounts daily.
- Assisted students with account inquiries; posted departmental expense and revenue finance deposits.

2004-2007 **Eastern Florida State College**

Melbourne and Palm Bay, FL

Accounting Technician, Student Finance Office (2005-2007) and King Center (2004-2005)

- Solely responsible for managing the Palm Bay campus student finance office.
- Processed individual student payments and handled all EFSC and area campus UCF students' inquiries; balanced all tendered amounts daily; and audited other campus cashiers' daily cash reports. Trained new hires prior to my departure.
- Balanced and reconciled King Center ticket office sales, event concessions, and crown club sales for performances.
- Tracked marketing costs and event expense allocations.

2002-2004 **Percepta**

Melbourne, FL

Customer Service Representative, Primus Automotive Financial (2003-2004)

- Resolved customer concerns for retail and lease accounts, including balance, terminations, and payment arrangements.

Promotions Specialist: Customer Care Representative, Red Carpet Lease (2002-2003)

- Handled inbound and outbound calls resolving customer concerns for leasing and current incentive promotions.
- Promoted brand awareness and loyalty through marketing knowledge of various incentive programs.

2001-2003 **Eastern Florida State College**

Cocoa and Melbourne, FL

Accounting, Student Finance Office

- Processed individual student payments by cash, check, or credit card and handled all student inquiries; balanced all tendered amounts daily; and distributed campus-wide college payroll. Assisted in training new hires.

COMMUNITY EXPERIENCE

2014-Present **Melbourne Community Orchestra**

Melbourne, FL

Volunteer and Board Member

- Volunteer as a cellist with the MCO to enhance music appreciation by providing seven free concerts each year for the local community.
- As a board member, coordinate annual fundraising event and contact local businesses for donations and sponsorships.

2011-Present **Ocean Breeze Elementary School**

Indian Harbour Beach, FL

Volunteer

- Coordinate and work annual fundraising events for the school. Assist teachers and other departments, such as the media center, with special activities, parties, and preparation for learning assignments.
- Support kindergarten students one-on-one with reading and reading comprehension activities.

2008-Present **American Heart Association Heartwalk**

Melbourne, FL

Team Captain (2008), Volunteer (2009-Present)

- Motivated a team of 10 FIT employees to raise over \$1,685 for the AHA; led team meetings, utilized each member's contacts and experience to raise funds, and coordinated specific fundraising activities on-campus including auction events and candy sales.
- Produced electronic advertisements and fundraising letters for distribution to local businesses; implemented team's online donation website and utilized social media to promote awareness for the event.
- Following my success as team captain, I have enjoyed participating as a volunteer for subsequent annual Heartwalks as well as *American Cancer Society Relay for Life* events.

PUBLICATIONS

2019 ***Educating Business Integrators with a Computer-Based Simulation Game in the Flipped Classroom***

Co-authors: Frank Tamberelli and Tarek Buhagiar, *Journal of Education for Business*, [Published online May 22, 2019](#).

2018 ***Making Meetings Meaningful with a Project Management Mindset***

Project Management Institute's Knowledge Shelf Article on *ProjectManagement.com*, [Published August 23, 2018](#).

2017 ***Flipping the Classroom with Lynda.com***

Academy of Management Learning & Education, Vol. 16, No. 4, [Published Nov 1 2017](#).

2017 ***Case Study: Moving the Historic Capen House (co-authored with Ghada Baz)***
Case Study: "First Come, First Serve": Resource Challenges for Sunrise Restoration

Pearson Education's best-selling title [Project Management: Achieving Competitive Advantage 5th edition](#) by Jeffrey Pinto. Both case studies will appear in the following chapters with author credits: Chapter 9 Project Scheduling: Networks, Duration Estimates, and Critical Path; Chapter 12 Resource Management.

MEMBERSHIPS AND AFFILIATIONS

2014-Present **Phi Kappa Phi, National Honor Society**

Florida Institute of Technology Chapter, Staff Inductee

2014-Present **Project Management Institute (PMI)**

Professional Member, ID 2990096

PMI Space Coast Chapter Member

PROFESSIONAL DEVELOPMENT/ CONFERENCES ATTENDED

- Florida Consortium of Metropolitan Universities' Florida Active Learning Expo
- Research of Management and Learning Education Unconference (RMLE)
- Pearson CITE Online Learning Conference (Attendee and Advisory Board Member)
- SACSCOC: Southern Association of Colleges and Schools Commission on Colleges Annual Meeting
- PMI: Project Management Institute Global Congress North America
- Project Management Training Certification Course: Florida Institute of Technology
- ACHE: Association for Continuing Higher Education Conference
- ICETC: International Conference on Education Technology and Computers Conference
- Online Learning Consortium/SLOAN Conference
- Florida Association of Student Financial Aid Administrators Conference