

JOE M. SMITH, M.ED.

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CHIEF DIVERSITY OFFICER

Dedicated and hard working professional with **over 15 years of hands-on expertise in business and human resources**. Well-rounded academic background, with practical knowledge of and experience in change management and diversification. Proven ability to develop solid working relationships with co-workers, the local community, and international universities to promote change, recruit new students and staff, and foster stronger international communication. Exceptional interpersonal, analytical, and problem-solving skills.

Areas of expertise include:

- Multiculturalism
 - Relationship Cultivation
 - Human Resources
 - Office & Staff Management
 - Current Affairs
 - International Relations
 - Program & Initiative Development
 - Promoting Change
 - Team Leadership & Motivation
 - Problem-Solving
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EDUCATION & CREDENTIALS

Master of Education in Higher Education

Some College, Sometown, CA, 2003

Bachelor of Business Administration in Human Resources

Some College, Sometown, CA, 1992

PROFESSIONAL EXPERIENCE

SOME COLLEGE – SOMETOWN, CA

9/2003 – Present

Chief Diversity Officer (1/2007 – Present)

Oversee internal and external marketing to promote diversification within the university. Reach out to all populations of the local community. Encourage potential students to view the college as a multicultural environment, which is open to change, integration, and international studies and relationships. Collaborate with other post-secondary institutions throughout the country and the world. Research, locate, and foster new ties with international cities and schools to develop exchange programs and sister campuses, and recruit multinational students and professors. Supervise and direct internal employees and external agents to maximize the diversity process.

- Raised minority enrolment rates by 30% during the 2007 fiscal year.
- Recruited new professors from Germany, Japan, China, Egypt, South Africa, Saudi Arabia, and the United Arab Emirates.
- Communicated extensively with the heads of human resources at X University in Tokyo. After numerous teleconferences and one face-to-face visit, designated X University to be Some College's sister campus.
- Currently in the process of retaining Y University in Dubai as an additional sister campus.

Business Professor (9/2003 – 12/2006)

Taught numerous business-related courses to students ranging from first- to fourth-year. Instructed Introduction to Finance, Human Resources, Business Ethics, and New Business Management. Developed lesson plans that incorporated a hands-on approach and drew a direct connection between the classroom and the working world.

(Professional Experience Continued...)

ABC COMPANY – SOMETOWN, CA
Employment Specialist**1/1995 – 6/2003**

Oversaw recruitment, hiring, and training of new employees. Utilized innovative marketing strategies and diversification methods to recruit a wide range of individuals to meet state employment standards. Handled other human resources issues including payroll, interdepartmental relations, and problem-solving.

THE SOMETOWN HERALD – SOMETOWN, CA
Human Resources Specialist**6/1993 – 12/1994**

In charge of all human resources functions at a local newspaper including accounts payable and receivable, new employee acclimatization, compensation, benefits, holidays, employee relations, and professional development. Addressed issues as they arose; solved problems in a fair and accommodating manner.

DEF ORGANIZATION – SOMETOWN, CA
Occupational Analyst**5/1992 – 6/1993**

Conducted research for a large local firm. Utilized occupational classification systems and studied industry and occupational trends. Liaised with other firms, local and state government, and labor unions.

PROFESSIONAL DEVELOPMENT

Establishing International Ties (In-house training)
Establishing Sister Campuses Across the World (In-house training)
Initiating Change and Diversification (In-house training)
Effective Written and Verbal Communication
Motivating Your Staff
Resolving Workplace Problems

COMMUNITY INVOLVEMENT

Boy Scouts of America, 2003-Present
Walk-for-Cancer, 2006-Present
Special Olympics, 2006-Present
Habitat for Humanity, 2004-2007

COMPUTER EXPERTISE

Microsoft Word, Excel, PowerPoint, Outlook, Access, Adobe Photoshop

*** References Available Upon Request ***