

PATRICK J. STEVENS, PHD

🏠 Madison, WI 53702

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☎ (608) 333-3333

EDUCATION

PhD Management – Finance Walden University Minneapolis, Minnesota	2019
Master of Business Administration Kaplan University Davenport, Iowa	2008
Bachelor of Arts – Business Administration Rollins College Winter Park, FL	2000

TEACHING EXPERIENCE

Instructor of Business Global University Madison, WI	2012 - Present
<ul style="list-style-type: none">• Teach face-to-face and online courses to undergraduate students in Adult Advantage Associate Degree and Bachelor Degree programs. Course topics include business, management, and human resources. Received average course evaluation scores of 3.9/4.0.• Serve on the Quality Enhancement Program Committee, working to improve the academic quality of Global's business programs.	
Adjunct Instructor of Business Tallahassee Community College Tallahassee, FL	2009 - Present
<ul style="list-style-type: none">• Teach online courses in the Learning on Demand program using the Blackboard platform.• Developed a new Human Resource Management course for the Learning on Demand program.	
Adjunct Instructor of Business Global University Madison, WI	2010 - 2012
<ul style="list-style-type: none">• Taught face-to-face courses in Adult Advantage Associate Degree and Bachelor Degree programs. Promoted to full-time instructor position.	

COURSES TAUGHT

MGT 3236 - Systems Approach to Organizational Change
MGT 3326 - Management Issues
MGT 4495 - International Business Management
MGT 4689 - Policy & Strategy
BUS 1024 - Introduction to Business
BA 2387 - Human Resource Management
BA 2692 - Environment of Human Resource Management
BA 2867 - Developing and Evaluating Employees
BA 2345 - Employee Compensation
BA 2678 - Employee Relations

BUSINESS EXPERIENCE

Assistant Director of Human Resources & Operations Sea Retail Madison, WI	2008 - Present
<ul style="list-style-type: none">• Supervise all POS associates to provide leadership in customer service, credit and email solicitation, and aid in development of personal skills by increasing credit solicitation by 45% from the previous year.• Manage the customer service area to help increase customer service scores by 10% from the previous year.• Supervise cash functions to lower loss by 20% from the previous year.• Perform community relations activities by leading the We Care About Kids program, serving as the Associates in Action team leader, and increasing local donations by 84% from the previous year.• Supervise the operations area and perform routine store audits for district and corporate compliance standards and regulations.	
Treasury Supervisor	

Al-Anon | Davenport, IA

2004 - 2008

- Supervised all accounting functions within the organization in the Departments of Income, Disbursements, and Internal Audits.
- Trained internal auditor on all corporate monthly tax payments.
- Completed yearly external certified audits and the yearly workers compensation audit.
- Improved payroll functions to lower payroll expenses by 30%.
- Wrote programs and carried out actions to increase corporate solvency by 15%.
- Supervised and controlled accounting function software Quickbooks.
- Assisted in the middle management functions of controlling all weekly financial planning activities and made recommendations to upper management on weekly spending actions.

INFORMAL TEACHING ACTIVITIES

Professional Tutor

Scott Community College | Davenport, IA

2006 - 2008

- Tutored entire student population in all subject areas.
- Guided students on the use of adaptive technologies.
- Volunteered as the Campus Advisor.
- Promoted and administered Student Support and TRIO Services.
- Teaching assistant for an Intermediate Algebra course.

Teaching Assistant & Student Mentor

Kaplan University Graduate School of Management | Davenport, IA

2006 - 2008

- Teaching Assistant with Dr. Madeline Freeman in Kaplan University's Graduate School of Management Online program in the Foundations of Graduate Learning course.
- Advised and mentored new graduate students, provided feedback, and guidance during their first term experience.

COMMUNITY SERVICE

We Care About Kids Program

2010 - Present

Davenport Chamber of Commerce

2005 - 2006

Scott County Arts Council

2003 - 2004

Davenport Lions Club

2002 - 2003

UNIVERSITY SERVICE

President

Global University - Quality Enhancement Program

2011 - Present

Co-founder and President

Kaplan University Student Ambassador and Leaders Organization

2006 - 2008

Advisor

Fellowship of Christian Athletes

1999 - 2000

Advisor

Black Student Union

1999 - 2000

CERTIFICATION

Microsoft Office User Specialist (MOUS) Certification

Microsoft

2011

PUBLICATION

Stevens, P. (2015). "A study of online learning communities and knowledge retention." International Leadership Journal, 4(2). pp. 12-18.

PROFESSIONAL PRESENTATIONS

Stevens, P. (2015). *A study of online learning communities and knowledge retention*. A paper presentation at the Distance Learning Association conference. June 2015.

Stevens, P. (2012). *Community building in online universities*. A paper presentation at the Distance Learning Association conference. June 2012.

PROFESSIONAL AFFILIATIONS

Member Finance Education Association	2010 - Present
Member American Finance Association	2010 - Present
Member United States Distance Learning Association	2008 - Present
Member Phi Beta Lambda	2008 - Present

REFERENCES

Lucille Westman, Ph.D.
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