**MICHELE M. MORRISON**

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# CAREER FOCUS: Project Management & Organizational Development

**PROFILE**

Confident, driven, articulate, and innovative professional with the ability to plan, develop and complete projects efficiently. Proactive, hands-on style; extensive team leadership and personnel development experience. Effective interpersonal skills with adeptness to meet and collaborate with people at any level. Proven effectiveness in positions requiring tact, diplomacy, and collaborative management skills. Guided by empathy, compassion, transparency and fairness.

* Operations Management
* Task Management
* Training & Development
* Problem Resolution
* Grant writing ♦ Needs Assessment & Analysis

# PROFESSIONAL EXPERIENCE

**Blue Ridge Community and Technical College –** Martinsburg, WV

***Associate Dean, Division of Information Technology, Department of Mathematics****,* 2014-June 2022 Manage the Department of Mathematics and the Division of Information Technology, which includes Associate of Applied Science degrees in Information Technology, Cybersecurity, Computer Network Engineering Technologies, Digital Media Studies, Software Development Engineering, and Database Management to meet established institutional, departmental and federal performance goals/objectives.

* Reports directly to the Vice President of Workforce and Engineering Technologies by preparing reports, making presentations, interpreting information, making recommendations;
* Creates and monitors department budgets;
* Approves all curricular activities for the Information Technology and Mathematics Departments (e.g. assessment, program changes, selecting, orienting, and training employees; submits recommendations to the Vice President, Workforce and Engineering Technologies;
* Maintains faculty and staff in the Information Technology and Mathematics departments by coordinating recruiting, selecting, orienting, and training employees; submits recommendations to the Vice President, Workforce and Engineering Technologies;
* Communicates job expectations; planning, monitoring, and appraising job results; coaching, and counseling employees; initiating, coordinating, and enforcing policies, and procedures;
* Maintains customer response operations by establishing work schedules, assigning employees, and ensuring the school website is relevant;
* Collaborates with faculty and staff in the school to develop and implement the Institution’s Strategic Plan;
* Supervises 50 full-time and part-time faculty members;
* Engages with students and families to build action plans;
* Instructs virtual and in-person learning experiences;
* Secured over $1,000,000 in grant funds for the Division of Information Technology;
* Completes required institutional and accrediting reports; and
* Contacts local community and workforce to educate about new initiatives in the School of Workforce and Engineering Technologies.

**Blue Ridge Community and Technical College** – Martinsburg, WV

***Cyber Security Program Coordinator,*** December 2009 to 2014

Manage Cyber Security degree program to meet established departmental, institutional and federal performance goals/objectives.

* Advised students and maintained records of academic achievement;
* Taught 24 hours of classes in the Information Technology program yearly;
* Organized and facilitated the Cyber Security Advisory Board;
* Recruited adjunct faculty;
* Advised Skills USA student organization;
* Organized Homeland and Cyber Security Workshops in June and October;
* Independently prepared reports, memorandums, answer inquiries/correspondence;
* Provided briefings to a variety of audiences;
* Point of Contact for Cyber Watch;
* Established the book orders for Cyber Security classes;
* Assisted in creating the schedule of classes for the Cyber Security degree program; and
* Point of Contact for the application process for the Center of Academic Excellence process for both the National Security Agency (NSA) and the U.S. Department of Homeland Security (DHS).

**West Virginia High Technology Consortium Foundation** – Fairmont, WV

***AmberView Program Coordinator,*** October 2005 to May 2009

Successfully incorporated and rendered the AmberView System in 54 out of the 55 counties for both public and private schools in the state of West Virginia. The AmberView System is a nationally known biometric tool that operates in collaboration with the WV State AMBER Alert program.

* Developed, implemented, and facilitated training curricula for other program coordinators, representatives and end users of the AmberView system;
* Supervised team of software developers;
* Directly interfaced and worked closely with parents, parent groups, students and representatives

from academia, law enforcement, media, sub-contractors, the National Institute of Justice, US Department of Justice and other program customers/vendors to ensure timely delivery of pre-established program deliverables and goals;

* Independently prepared reports, memorandums, answer inquiries/correspondence;
* Worked effectively and cooperatively as a team member to quickly address a variety of program issues, concerns or program requirements as they arise;
* Provided briefings to a variety of audiences, end users and organizations throughout the state;
* Reviewed, drafted and delivered final copy of program brochures, pamphlets, flyers, forms, PowerPoint presentations, policies, procedures, methods and standards influencing the collection and distribution of data, files, pictures and biometric information; and
* Completed 35 hours of Project Management classes.

**West Virginia University**- Morgantown, WV

***Area Advisor,*** July 2000 – October 2005

Managed and directed personnel to meet established departmental performance goals/objectives. Planned, developed and implemented policies and procedures for the department.

* Developed and managed budget;
* Taught Freshmen Orientation classes;
* Active participant in re-writing textbook for class;
* Organized and advised student organizations;
* Advised students and maintained records of academic achievement;
* Facilitated student conduct hearings; and
* Organized campus wide training for personnel.

**West Virginia University**-Morgantown, WV

***Academic Advisor,*** May 1998 – May 2000

Monitored academic performances for at-risk college freshmen while providing them with resources and tools to meet their needs.

* Taught Freshmen Orientation classes;
* Advised students and maintained records of academic achievement;
* Provided students with a variety of resources that would meet their needs;
* Assisted with development of retention plan for the department; and
* Communicated regularly with parents of students I advised.

# EDUCATION

**West Virginia University,** Morgantown, WV Master of Arts in Educational Leadership Studies

**West Virginia University,** Morgantown, WV

Bachelor of Science in Public Relations/Media Studies

# ACHIEVEMENTS

* Completed Project Management Professional (PMP) training – Preparing for exam August 2022
* CompTIA Project+ certification
* CompTIA Security+ SYO-401 certification, expired July 2017
* Quality Matters Online Course certification
* Blackboard Teaching and Learning Online certification