

**Curriculum Vitae**  
**Harry B. Green**  
**1235 Waters Edge Dr.**  
**Rockwall, TX 75087**

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**EDUCATION**

Northcentral University, Prescott Valley, AZ  
ABD, Business Administration, concentration in Management

Georgia College, Milledgeville, GA  
MPA

Northcentral University, Prescott Valley, AZ  
MBA, concentration in Management

The University of Maryland University College, College Park, MD  
BS Management Studies, minor Education/Sociology

Community College of the Air Force, Maxwell AFB, AL  
AAS in Resource Management Technology and Instructor of Technology / Military Science

City Colleges of Chicago, City-Wide College, Chicago, IL  
AA in Liberal Arts

**TEACHING EXPERIENCE**

Dallas County Community College District - Eastfield, Mesquite, TX, Jan – May 2014

Instructor

- Federal Government
  - Classroom - two classes - semester system
    - Blackboard for online assignment submission

St. Martin's University, Lacey, WA, October 2004 to present

Adjunct Professor:

- *Undergraduate* –
  - classroom and online: BA 335 (Organizational Management) and BA340 (Human Relations).
    - Blackboard in beginning and Moodle in past years.
  - Classroom: BA340 (Business & Society).

- Online: BA344 (Advertising) & BA303, Labor/Management Relations.
- *Graduate* –
  - classroom and online: MBA635 (Risk Management), MBA 627 (Managerial Communications), MBA 624 (Human Resources Management), and MBA 695, Designing Competitive Organizations
- Developed online curriculum for MBA 624, MBA695, MBA627, and MBA 695
- *Visiting Professor*:
  - Shanghai Maritime University, Pudong Business College, Shanghai, China, October 2004 and December 2008: Introduction to Business. (Three week programs)
  - Wuhan University of Technology, Wuhan, China, June 2006: Risk Management & Insurance. (Three week program)

National College, Rapid City, SD, September 1992 to February 1993  
Adjunct Instructor - Supervision

U.S. Air Force, RAF Mildenhall, England, February 1981 to August 1984

- Program Manager / Instructor of 40-hour, Leadership / Management Program

Washington Counties Training Institute, Olympia, WA

- Wrote portion of online Risk Management course and co-recorded the audio portion of course material.

## **RELEVANT NON-EDUCATION EXPERIENCE**

RISK & SAFETY ADMINISTRATOR	2000-2011
LEWIS COUNTY GOVERNMENT	Chehalis, WA

A county government with 650 employees providing a full range of government services to 72,000 citizens.

- Managed 650 employee insurance and tort claims; steered budget activities and expenditures, training associates in diverse business functions and supervising two direct reports.
- Consulted directors and elected officials in public works, health and social services, community development, and budget and finance.
- Promoted to administrator in less than a year based on integral support provided to HR and risk management.
- Investigated and resolved tort claims and lawsuits; reduced annual unemployment insurance claims by 70% in three years by thoroughly training supervisors on processes,

including timely preparation of paperwork and aggressively defending positions with the administrative law judge.

- Drafted a \$3 million annual budget, tracking operational expenses and maintaining spend levels.
- Sought savings by investigating inefficiencies in processes; conserved \$173,000 by reviewing insurance deductibles and coverage for errors in claims; identified and implemented quicker payment processing for workers' compensation claims, reducing handling time by 50%.
- Co-developed an online risk management course; compiled, write, and taught the customer service, sexual harassment awareness, and leadership curricula.
- Wrote and published risk and safety policies for all employees, reviewing the state labor and industry websites for general duty and specific safety expectations.

EXECUTIVE DIRECTOR 1998-2000  
WORKFORCE DEVELOPMENT BOARD, INC. Lufkin, TX

A quasi-governmental organization that collaborates with the private and public sector to provide opportunities for the workforce.

- Guided planning, oversight, evaluation, and monitoring of programs geared to promote local workforce development; conducted studies, surveys, and interviews to accumulate data to formulate strategy implemented with a \$13 million budget.
- Reported to a 26-member Board of Directors, supervising three contractors and 100+ program employees, and directly managed 11 staff managers and support staff serving a 12-county area; generated new business and focused on accessing privately contracted services for clients through the agency relationship.
- Recruited employers to list job vacancies and aided the unemployed with training, résumé writing, job interviews, and childcare services.
- Presented workforce development information to the public through civic groups, newspapers, and television.

## **COURSES STUDIED**

### **Master Public Administration (GPA: 3.58):**

MGT 644, Human Resources

COM 527, Advanced Communication Report

COM 627, Communication Theory in Management

LOG 506, Logistics Management

PUA 538, Government Organization and Administration

PUA 558, Public Personnel Administration

PUA 568, Legal Environment of Public Administration

PUA 578, Public Finance

PUA 601, Policy Making, Implementation, and Evaluation  
PUA 625, Intergovernmental Relations  
PUA 695, Research Problem  
PUA 689, Career Assessment Project  
MIS 68E, Independent Study

**ABD/MBA: (GPA: 3.86):**

MGT 500, Business Organization and Management  
MGT 506, Organizational Behavior  
MGT 510, Leadership in Organizations  
MGT 515, Interpersonal Dynamics  
MGT 522, Organizational Development  
MGT 528, Business Statistics  
MGT 529, Strategic Leadership  
MGT 610, Business Administration Research Project  
LS610, Information Research Strategies  
CMP9500B, Doctoral Comprehensive Examination - Business (PhD)

**B.S., Management Studies, courses applicable to Management/Business (GPA: 3.48):**

BMGT 350, Marketing Principles & Organization  
BMGT 360, Personnel Management  
BMGT 364, Management and Organization Theory  
MGT 1812, Basic Human Resources Management  
MGT 2812, Human Resources Management  
MGT 2813, MGT Comm. I  
MGT 2814, MGT Comm. II  
MGT 1100, Foundation Human Relations  
MGT 4110, Material Management  
MGST 315, Organizational Communications  
COMP390, Advanced Communication Business  
EDP 2803, Applied Instructional Systems Development  
EDP 1136, Microcomputer Software Application  
CAPP100G, Micros: Spreadsheets  
CAPP100I, Desktop Publishing  
BUS 211, Business Law I  
Air Force Service School:  
    Personnel Classification  
    Communication Techniques  
    Education Methodology  
    Instructional Methods  
    Instructional Techniques