

CURRICULUM VITAE

Saint Martin's University

NAME: Gina R. M. Armer, Ph.D.

TITLE: Assistant Professor of Business

DEPARTMENT: School of Business



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EDUCATION BEYOND HIGH SCHOOL:

Degrees – Completed:

Ph.D.	Education	University of Idaho, Moscow, Idaho	2009
	Major: Adult and Organizational Learning, Major Professor: Laura B. Holyoke Interdisciplinary dissertation focused on a 19 th century woman who mentored the entrepreneurial efforts of graduates from the college she founded in Boston in the 1880s		
B.S.	Education	Central Washington University, Ellensburg, Washington	2001
	Major: Business Education, Minor: Marketing Education		
M.B.A.	Business	Pacific Lutheran University, Tacoma, Washington	1988
B.A.	Business	University of Puget Sound, Tacoma, Washington	1978
	Major: Accounting, Minor: Music		

Certificates and Licenses:

Idaho Education Credential – Advanced Occupational Specialist, with endorsements in Business Management/Finance, Marketing, and Microcomputer Applications Valid 09/01/2012 – 09/01/2017

EXPERIENCE:

Teaching, Extension, and Research Appointments:

August 2014 – present	Assistant Professor of Business, Saint Martin's University 5000 Abbey Way SE, Lacey, Washington 98503
Sept 2012 – Jun 2014	Business Administration instructor, Lower Columbia College, 1600 Maple Street, Longview, Washington 98632
August 2001 – July 2012	Business Technologies instructor, Eastern Idaho Technical College, 1600 South 25 th East, Idaho Falls, Idaho 83404
Spring 2001	Business Education teacher, Kent-Meridian High School, 10020 Southeast 256th Street, Kent, Washington 98030

Non-Academic Employment:

1978 - 1999**The Boeing Company****Seattle, Washington**

Enjoyed a successful 20-year career with this Fortune 50 Corporation. I worked my first 10 years as a Systems Analyst, primarily in Finance/Accounting Systems organizations. Following completion of my MBA, I worked my last 10 years in Business Management and Human Resource organizations, often assigned to special projects.

Staff Analyst/Organization Advisor

5/92 – 3/99

Computing Skills Team, Corporate-level, 5000 employees

- Administratively supported an executive level skill team managing layoff and retention decisions during corporate-wide downsizing exercises
- Managed database of surplus employees, displacement candidates, and job openings
- Designed and produced reports for a 20 member executive team for computing skills
- Communicate layoff and WARN actions with workforce focal points according to schedule established by Boeing Corporate
- Prepare layoff justification packages for Employment Stabilization Board review and approval
- Work with organization representatives to identify qualified candidates for positions deemed critical on highly visible strategic projects
- Communicate job openings via electronic mail, produce job listings

Staff Analyst/Organization Advisor

1/95 – 6/96

Division-level, 2500 employee organization

- Division administrator for Management Development programs
- Division focal point for administering Employee Opinion Survey activities
- Company-level focal for Computing Technical Skills Inventory process affecting 4700 employees

Special Events Manager

1/92 – 5/92

Director, Special Events & Recognition, Boeing Computer Services

- Plan, organize, and execute all U.S. Savings Bonds Campaign events for a division of 10,000 employees
- Schedule and coordinate events at 14 different locations covering three shifts
- Select vendors and make arrangements for a campaign kick-off breakfast and a wrap-up luncheon for 300 campaign representatives: food & beverage, agenda, decorations, entertainment, audio-visual, lighting, invitations, handouts, and publicity

Special Events Manager

1/89 – 3/91

Logistics Coordinator, "Teaming For Change" Conferences, Boeing Computer Services

- Coordinate off-site training conferences involving 1800 managers in six separate sessions, including:
 - * Logistics, supplies, scheduling, and invitations
 - * Database management and reporting
 - * Hotel arrangements: food & beverage, meeting rooms, break-out rooms, guest rooms, audio-visual and lighting requirements

Business Manager

10/88 – 1/95

Director-level, 1200 employee organization, Boeing Computer Services

- Administer programs and coordinate deliverables with Director's 3rd level managers and their staff support personnel
- Division representative and customer liaison on numerous change process improvement teams
- Division focal point for General Manager's input to monthly management teleconference calls and performance reviews
- Communicate, follow through, and solve problems
- Analyze and integrate organization input to division vice president

Financial Systems Analyst

7/78 – 10/88

Project Manager responsible for numerous systems development projects during a ten year career.

- Lead analyst responsible for ensuring workstation delivery, installation, and user system training for the top 150 Boeing Aerospace executives, 400 middle managers, and staff support personnel
- Responsible for development of system specifications, documentation, testing, conversion, and on-time implementation of a \$1 million system development project
- Coordinated system requirements with representatives from seven separate Boeing divisions, conducted user training sessions; wrote users guide

TEACHING ACCOMPLISHMENTS:**Areas of Specialization:**

Business, Management, and Marketing courses

Courses Taught:

Business in Society: Ethics & Responsibility	Fall 2014 – present
MBA – Human Resource Management	Fall 2015 – present
Human Resource Management	Fall 2001 – present
Organizational Management	Fall 2003 – present
Entrepreneurship	Spring 2018 – present, 2002 – 2012
Small Business Management	Spring 2002 – 2012
Leadership	2001 – 2012
Financial Management	Spring 2002 – 2012
Business Communications	Spring 2013– Spring 2014
Management of Human Relations	Winter 2013 – Spring 2014
Introduction to Business	Fall 2012– Spring 2014
Accounting 1	Spring 2004 – Fall 2011
Business Mathematics	Fall 2009 – Spring 2014
Customer Service Management	Summer 2013– Spring 2014
Introduction to Retailing Management	Fall 2013
Business Presentations	Spring 2003 – 2012
Introduction to Marketing	Fall 2001 – 2002
Introduction to Marketing Strategies	Spring 2008 – 2012
Business Advertising	Fall 2001 – 2011
Marketing Research	Fall 2001 – 2007
Keyboarding	Fall 2008 – 2010
MS Word	Fall 2003

Student Advising:

- Undergraduate Students
 - Advise 30 students per semester for the management concentration in the School of Business at Saint Martin's University
 - Advised about 30 students per quarter in the LCC Business Administration Associate of Applied Science degree program
 - Advised about 25 students a year toward completion of the EITC Business Technologies Program Associate of Applied Science degree

- Collegiate DECA (formerly Delta Epsilon Chi) marketing student organization, Advisor
Coach club members in fund raising activities, community service projects, and preparation for competitive events held at Career Development Conferences sponsored by the Collegiate DECA marketing student association. Students consistently place in top state rankings, earn medals, and qualify to advance to the annual International Collegiate DECA conference

Courses Developed:

Entrepreneurship	Spring 2018 – present, 2002 – 2012
Sophisticated web-based capstone simulation program; students have ranked in Top Ten teams world-wide (www.capsim.com)	
Business in Society: Ethics & Responsibility	Fall 2014 – present
Principles of Management	Fall 2003 – present
Introduction to Marketing Strategies	Spring 2008 – 2012

Courses Restructured:

Organizational Management, 2014 – present	Leadership, 2003 – 2012
Human Resource Mgmt, 2001 – present	Accounting 1, 2004
MBA Human Resource Mgmt, 2014 – present	Business Presentations, 2003
Financial Management, 2002	Basic Marketing Research, 2001 – 2007
Small Business Management, 2002	

Non-credit Classes, Workshops, Seminars, etc.:

- EITC BOT Division bi-weekly teaching Improvement workshops Fall 2011 - 2012
- Developed in-service workshop materials for College Survival Skills class March 2003

Honors and Awards:

- Exceptional Faculty Grant – Virtual Business Management Online Simulation 2014-2015
- Richard & Lila Jordan Outstanding Faculty Member of the Year 2011-2012
- EITC Foundation – Grants for conference travel, Collegiate DECA students + advisor 2012
- Campaign for Employee Success – Grant for conference travel 2011
- Delta Epsilon Chi Chapter awarded Best Student Organization 2007 - 2008
- Research Fellowship Award – The Mary Baker Eddy Library, Boston, MA 2005
- Outstanding Chapter Advisor of the Year, Idaho Delta Epsilon Chi 2005
- Outstanding Service Award, Idaho Lifelong Learning Association 2004
- University of Idaho, Graduate Student Association rep, Idaho Falls extension 2004 – 2005
- Idaho State Post-Secondary Marketing Teacher of the Year 2002 – 2003

SCHOLARSHIP ACCOMPLISHMENTS:

Publications: Refereed/Adjudicated:

Armer, G. R. M. (2011). Practice makes perfect: using a computer based business simulation in entrepreneurship education. *Journal of Adult Education*, vol. 40, no. 1.

Armer, G. R. M. (2009). Mary Baker Eddy's contribution to adult education: An historical biography. *Dissertations Abstract International*, 70(08). (UMI No. 3370223).

Professional Meeting Papers, Workshops, Showings, Recitals:

- Armer, G. R. M. (2016, April). Pioneering Women Entrepreneurs in Higher Education. Mountain Plains Adult Education Association Conference, Boise, Idaho.
- Armer, G. R. M. (2010, September). Mary Baker Eddy: Pioneer educator of adults. Idaho Lifelong Learning Association Fall Conference, McCall, Idaho.

Grants and Contracts Awarded:

- Armer, G. R. M. Exceptional Faculty Grant. Lower Columbia College, awarded June 2014.
- Armer, G. R. M. Campaign for Employee Success. Eastern Idaho Technical College, received April 2011.
- Armer, G. R. M. Library Research Fellowship. Mary Baker Eddy Library, received June 2005.

SERVICE:**Major Committee Assignments:**

- Advising Task Force, School of Business representative Spring 2019
- Search Committee, Dean of the SMU School of Business Spring 2018– present
- Search Committee, Executive Assistant for the SMU School of Business Fall 2018
- Faculty Senate, SMU School of Business representative Fall 2017 – present
- Faculty Welfare Committee, SMU School of Business representative Fall 2016 – present
- Institutional Review Board – Saint Martin’s University Fall 2014 – Spring 2018
- Faculty Hiring Committees for SMU School of Business Fall 2015 – Spring 2018
- Hiring Committee for LCC Assistant Director of Financial Aid Fall 2013
- LCC Campus facility planning committee Spring 2013 – Spring 2014
- Hiring Committee for EITC BOT Division Manager Spring 2011
- Peer reviewer for EITC full-time faculty Spring 2010 – Spring 2012
- Idaho Lifelong Learning Association (ILLA), Conference Chairperson Fall 2004
- Graduate student representative for UI Idaho Falls satellite campus Spring 2004

Professional and Scholarly Organizations:

- Society for Human Resource Management (SHRM) 2018 – present
- Delta Mu Delta International Honor Society in Business 2016 – present
- Sigma Beta Delta 2015-2016
- Mountain & Plains states Adult Education Association (MPAEA) 2016, 2004 – 2012
- National Association of Community College Entrepreneurship (NACCE) 2010 – 2012
- Idaho Lifelong Learning Association (ILLA) 2003 – 2012
- Collegiate DECA (formerly Delta Epsilon Chi) as student organization advisor 2001 – 2012
- Business Professionals of America (BPA) as student organization advisor 2009
- National Business Educators Association (NBEA) 2014, 2000 – 2003
- Washington Business Information Technology Educators (WBITE) 2000 – 2002
- Washington Education Association (WEA) Fall 2013, 2000 – 2001

PROFESSIONAL DEVELOPMENT:

- (SHRM) HR Innovation Experience in Seattle October 22-26, 2018

Teaching:

- Mountain Plains Adult Education Association Conference, Boise, Idaho April, 2016
- National Business Educators Association (NBEA) Conference, Los Angeles, CA April 2014
- Teaching & Technology Bootcamp, Eastern Washington University July, 2013
- Collegiate DECA International Career Development Conferences 2011 - 2012
- Collegiate DECA Idaho State Career Development Conferences 2002 - 2012
- Mountain Plains Adult Education Association Spring Conferences 2005 - 2012
- Idaho Lifelong Learning Association Fall Conferences 2003 - 2010
- Business Professionals of America, Idaho State Conference, Boise, ID March 2009
- International Festival & Events Association Annual Conference, Boise, ID September, 2008

REFERENCES:

- Christian Godfrey, Ph. D.**, Vice President Finance & Administration christian.godfrey@my.eitc.edu
 1600 South 25th East; Idaho Falls, ID 83404 208-313-0485 cell
- Karen Wilson Scott, Ph.D.**, Chair/Professor, Organizational Learning & Performance scotkare@isu.edu
 Idaho State University, Idaho Falls, ID 83402 208-521-9793 cell
- Margaret (Peggy) Nelson, EDS**, Manager, General Education (retired) pegmin@yahoo.com
 1600 South 25th East; Idaho Falls, ID 83404 208-520-2019 cell
- Nadine Lemmons, MBA** Business Technology instructor nlemmons@lowercolumbia.edu
 1600 Maple Street, Longview, WA 98632 360-751-8415 cell