

Dr. Kelly Bruning

(989) 734-3201 drkbruning@yahoo.com Address: 544 Oak Street, Rogers City, MI 49779

JOB OBJECTIVE AND QUALIFICATIONS

Currently seeking a faculty appointment in the field of education instruction (business, marketing, organization and management, information technology management, online education) that will allow me to utilize my knowledge, skills, and experience to its fullest potential.

- Possess the ability to work in the online environment both in instruction and content development.
- Ability to relate well with others with the ability to work with others as a team.
- Possess a keen knowledge of business concepts and strategies combined with high expertise in information technologies.
- Acquired the ability for long-range planning through experience with the talent to follow-through on a project from start to finish.
- Obtained knowledge and experience on the following platforms: E-College, Moodle, Blackboard, Elluminate, AOL-IM, and turnitin.com.
- Possess a unique teaching style that enhances student learning and retention while also providing a student-friendly classroom environment that fosters student participation and learning success.
- Possess a broad-based background including: business and organizational management, marketing, leadership, information technology management, human resources, economics, business strategy, organizational communications, and Microsoft Office applications certifications.
- Possess strong leadership traits, communication skills, interpersonal skills, and organizational skills.

EDUCATION AND CERTIFICATIONS

Doctorate Degree in Busn. Mgmt. & Org., 11/03 Specialty in Information Technology Mgmt.	Capella University
Dissertation Topic: Human Resources and Benefits The Dual Career Family and Work-Life Programs Excerpt of dissertation presented and published	Capella University Committee Chair: Dr. Susan Saxton
Graduate Certificate Online Teaching/Training 4/03	Capella University
Masters in Business Administration, 5/98	Lake Superior State University
Bachelor of Science-Business Administration, 12/94	Lake Superior State University
Assoc. Science Busn. Management/Admin., 8/87	Mitchell College, New London, CT
High School Diploma, 6/81	Whitman, MA
Microsoft Office User Specialist-Authorized Instructor	

EMPLOYMENT HISTORY

9/01-5/08 *Fulltime College Instructor* Northwestern Michigan College, Front Street, Traverse City, MI

Full-time faculty appointment in the Business discipline teaching business, marketing, advertising, business math and other related courses including online courses. Additional responsibility includes being the lead marketing instructor. Use various forms of delivery modes including technology in the classroom and Web support of courses. Participate in different delivery formats including condensed courses (2 weeks), on-line courses and traditional courses. Develop on-line courses as requested by college administration including the development and implementation of Business Math online available through the Michigan Virtual Learning College as well as Marketing to complete the courses to offer a totally online business degree. Relate well with both students and staff. Ability to create course projects that enhance critical thinking of course material and integrate various skills across the curriculum in the course work (public speaking, writing, critical thinking, and team-work). Assisted in development of Entrepreneurship Certificate curricula. Developed course outcomes, course outline, and subsequent curriculum documents for a new Entrepreneurship course at the 200 level. Appointed to spearhead the effort of ACBSP re-accreditation for the Business Academic Area. Nominated for Northwestern Michigan College's Imogene Wise Teacher Excellence award in 2001 and again in 2005.

5/05-Present Adjunct Professor Kaplan University

Adjunct faculty teaching online classes at the undergraduate and graduate level offered on an international scale. Kaplan University is accredited by the by the Higher Learning Commission (HLC) and a member of the North Central Association of Colleges and Schools (NCA). Commission on Colleges of the Northern Association of Colleges and Schools to award Associate, Bachelor's and Master's degrees. Responsibilities include online communication with students, academic freedom in developing individual course expectations within the guidelines of the university, and participation in regular faculty meetings via conference call. Familiar with Turnitin.com and plagiarism procedures. Also participate in Kaplan's in-service offerings, and maintain academic standards following Kaplan University's policy. List of courses taught is located toward the end of this resume.

9/07-Present *Content Expert* McGraw-Hill/Irwin Publishers

Currently serving as a marketing content expert with formal publication of ancillary instructors' materials for the textbook *Marketing* second edition by Grewal and Dhruv. Contract rights include listed published author of the instructors' materials which will hold a 2010 copyright. Participated in error check for the textbook *The Mathematics of Money* by Timothy Biehler first edition published in 2008. Sole author of the test bank to accompany the text. Served as error check for *Homework Manager* interactive online program to accompany Jeffrey Slater's Practical Business Math, 9th edition. Participated in the software evaluation and served as content expert for an entrepreneurial software package.

5/03-Present *Adjunct Professor*

Spring Arbor University, Northern Michigan Region

Involved in teaching in the school of graduate studies; specifically the Master of Arts in Organizational Management curriculum. Teach both “live” and on-line courses. Courses approved for teaching based on credentials include the majority of courses in the graduate program including economics, human resources, organizational management, business trends & practices, and other related courses. Created the online content for ORM623 Economics. Attend faculty meetings and tend to administrative tasks according to policy.

4/04-12/06 *American Intercontinental University Online (AIU Online)*

Adjunct faculty teaching online classes offered on an international scale. AIU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Bachelor's and Master's degrees. Responsibilities include online communication with students, academic freedom in developing individual course expectations within the guidelines of the university, and participation in regular faculty meetings via conference call and online, participation in AIU quarterly in-services, and maintaining academic standards following AIU policy. In addition, it includes teaching courses in both synchronous and asynchronous modes. This position allows for up-to-date education and experience on the online platform using the latest technologies in online education. Nominated for AIU Online's 2006 Educator of the Year award.

8/95-9/01 *Director, LSSU-Alpena*

Lake Superior State University, 666 Johnson Street, Alpena, MI

Coordinated off-campus programs offered by academic departments at the LSSU regional site located at Alpena Community College. Developed and implemented a regional center marketing plan, which covered a media range of a five county area. Participated in marketing strategies: created slogans, logos, and jingles for advertisements. Actively recruited students into degree program and served as their academic adviser. Evaluated faculty credentials of those seeking employment with LSSU. Promoted development of articulation transfer agreements. Developed database to track perspective students and analyze enrollment trends. Spearheaded technology enhancements to improve communication and share work with other Regional Site Directors (electronically). Approved and monitored budget expenditures for the site.

8/98-7/02 *Business Consultant*

Alpena Community College Center for Economic Development

Involved in customized training for business & industry. Met with business client to identify training needs. Developed course outline, secured text, and delivered the training sessions using a student-friendly educational platform. Topics ranged from general business concepts to the Microsoft Office Suite computer applications. Major clients include: Besser Company, Alpena Power, Alpena Community College, Fletcher Paper, Presque Isle Corp./LaFarge, and Alpena County employees.

5/98-6/00 *Adjunct Instructor*

School of Business and Economics, Lake Superior State University

Combined effective learning techniques with technology and lecture delivering course content. Acquired experience teaching via interactive technology to multiple locations. Developed syllabi for business and related courses. Effectively maintained proper grading and student evaluation procedures.

1/96-7/03 *Adjunct Instructor* Business-Information Technologies, Alpena Community College

Developed unique teaching platform for delivering information technology courses to students of mixed learning levels in the same course. Developed syllabi and schedule of course activity. Opportunity to re-design courses and participate in curricula development and textbook adoption. Topic areas taught range from business administration to marketing to teaching all software programs of the Microsoft Office Suite as well as the Web and Operating Systems.

9/93-8/95 *Business Manager* University of Michigan Alumni Association (Michigan-Boyer City, MI)

Assisted in marketing development of brochures and other promotional pieces. Aid in developing new extended season programming (research, marketing, implementation and evaluation). Exercised general supervision over summer program staff and office staff. Accountable for preparing accurate weekly billing statements that amounted to 1.3 million dollars annually. Developed database and financial accounting report system to process gifts and monetary contributions. Maintain a complex database system for report writing, statistics, and target marketing.

8/88-9/91 *Education Coordinator* Alpena General Hospital, Alpena, MI

Assisted the Director of Education with planning, organization and implementation of educational programs and in-services. Used market research strategies to promote educational programming. Designed brochures, logos and marketing slogans. Wrote press releases and public service announcements. Completed phone calls and visits to industry to enhance program participation. Evaluated work performance and supervised a team of over 30 volunteers. Improved advertising, marketing and data retrieval capabilities by suggesting the purchase of new computer technology. Took initiative to become a certified American Heart Association Instructor and Instructor-Trainer for CPR Training.

PRESENTATIONS

Allied Academies Fall 2005 International Conference. *Avoiding the Turnover Cost Formula Valuing Your Organization's Greatest Asset*. Published in conference proceedings. Paper presented by the co-author, Robert Fiermonte.

Allied Academies Spring 2005 International Conference. *Exploring the Linkage of Personnel Practices and Organizational Commitment of the Dual-Career American Family Worker: A Tool for Human Resource Managers*.

Allied Academies Spring 2004 International Conference. *Quality of Work-Life Issues The Needs of the Dual-Career Couple Employee Perceptions of Personnel Practices: A Study of Rural America-A Barometer for Human Resource Managers*.

Emerging Issues in Business & Technology Conference Sponsored by the University of Illinois Center for Management & Professional Development and the Journal of Contemporary Business Issues, Nov. 2003. Paper Presentation Title: *The Profile of the Twenty-First Century Leader: Redefining Progressive Leaders*. The paper was published in the conference proceedings.

AWARDS

Distinguished Research Award- Allied Academies Spring 2004 International Conference. *Quality of Work-Life Issues The Needs of the Dual-Career Couple Employee Perceptions of Personnel Practices: A Study of Rural America-A Barometer for Human Resource Managers.*

PUBLICATIONS

Sole author of the test bank for the text *The Mathematics of Money* by Timothy Biehler first edition published in 2008 by McGraw-Hill/Irwin publishers.

Delegation and Empowerment for Growth, edited by S. Chaudhuri and I. Mukherjee, Icfai Books, The Icfai University Press, Hyderabad, India (2007). Article contribution to this work titled: *The Value of Human Capital: Supporting Empowerment Strategies*, written by Robert Fiermonte and Kelly Bruning, ISBN: 81-314-1205-3. pp 94-106. Presentation to the Academy of Organizational Culture, Communication, and Conflict, in March 2005.

Harnessing the Power of the Information Age: E-Learning- New Frontier of Organizational Training. International Journal of Instructional Technology and Distance Learning, Volume 2, No. 6 (June 2005). ISSN: 1550-6908. pp 65-70. Co-Authored with Robert Fiermonte.

Implementing a Midcourse Feedback Procedure in the Online Learning Environment. International Journal of Instructional Technology and Distance Learning, Volume 2, No. 6 (June 2005). ISSN: 1550-6908. pp 15-25.

The Internet and E-Commerce Business Models: E-Bay, Dell Computer, Amazon.com: Models of Competitive Advantage in the Information Age. International Journal of Applied Management and Technology, Volume 3, No. 1, May, 2005. ISSN: 1554-4740, pp. 159-170.

The Role of Critical Thinking in the Online Learning Environment. International Journal of Instructional Technology and Distance Learning, Volume 2, No. 5. (May, 2005) ISSN: 1550-6908. pp 15-25.

The Profile of the Twenty-First Century Leader: Redefining Today's Progressive Leaders. International Journal of Entrepreneurship, Volume 8, 2004. ISSN: 1099-9264, pp. 23-54, (published under maiden name of Littlefield).

Quality of Work-Life Issues The Needs of the Dual-Career Couple Employee Perceptions of Personnel Practices: A Study of Rural America-A Barometer for Human Resource Managers. Journal of Organizational Culture, Conflict and Communication, Volume 8, Number 1, 2004, ISSN: 1544-0508, pp. 91-110.

EDITORIAL REVIEW BOARDS

Academy of Marketing Studies Journal

Academy of Organizational Communications Journal

MEMBERSHIPS

Affiliated with the Academy of Organizational Culture, Conflict, and Communication

Affiliated with the Academy of Entrepreneurship

Affiliated with the Academy of Strategic Management

American Marketing Association

OTHER

Dissertation Committee Experience

Mentorship Program – Capella University Graduate Program

TEACHING HISTORY

Northwestern Michigan College

MKT201 Principles of Marketing
BUS101 Introduction to Business
BUS105 Business Math
MKT231 Fundamentals of Selling
MKT210 Principles of Selling
MKT 241 Advertising
MGT255 Small Business Management

Kaplan University

GB505 Marketing Management
MT320 Research & Presentation
MT203 Human Resources
MT219 Marketing
MT340 Conflict Resolution & Team Dynamics
MT459 Consumer Behavior
MT300 Management Information Systems
MT355 Marketing Research
MT359 Advertising in the 21st Century

Spring Arbor University

ORM621 Busn. Environments: Marketing
ORM623 Economics
ORM637 Management Trends & Practices
ORM634 Organizational Behavior
ORM651 Leadership
ORM632 Business Communications
ORM680 Case Seminar (capstone course)

Capella University

T/A Online OM825 Gender & Diversity in Management
T/A Online OM828 Innovation and Entrepreneurship
T/A=Teacher's Assistant under Dr. Susan Saxton

AIU Online

MGT430 Business Management
BUS300 Decision Making
BUS 105 Business & Society

Lake Superior State University

MK387 Advertising Theory and Practice
MK483 Sales Force Management

Alpena Community College

BUS121 Introduction to Business
BUS255 Business Application Software
BUS229 Advertising
BIS230 Business Office Procedures
BUS241 Principles of Marketing
CIS260 Database
CIS120 Introduction to Microcomputers
CIS110 Computer Essentials
CIS251 Computer Information Systems
MTH119 Intro. To Computers-Programming

**Busn. & Economic Development
Alpena Community College**

Iosco County Road Commission
Besser Company
Fletcher Paper Company
Alpena Power
Alpena Community College
Presque Isle Corp. (now LaFarge)
Alcona Community Education
DG Trim
City of Alpena and also County of Alpena

Microsoft Office Suite 2000
Access, Word, Excel, PowerPoint, Outlook,
Windows

PROFESSIONAL REFERENCES

Mr. Marvin Studinger
Business Discipline
Northwestern Michigan College

231-922-2965, 231-995-1165
mstudinger@message.nmc.edu

Ms. Bonnie Minier
Online Support Specialist
Spring Arbor University

(517) 750-6346
bminier@arbor.edu

Dr. Susan Saxton
Committee Chair-Dissertation
Chief Academic Officer
Laureate Education, Inc.

(410) 843-6245
Susan.Saxton@laureate-inc.com

Ms. Dawn Kaiser
Former Director, Huron Shores
Alpena Community College

(989) 739-1924
dkaiser77@charter.net

Ms. Susan Camp
Former Director,
Continuing Education
Lake Superior State University

(906) 635-2693
scamp@lssu.edu

Rebecca Scheelk
Former Director,
Lake Superior State University
Petoskey Site

(231) 313-3427
rscheelk@yahoo.com

Mr. Don MacMaster
Economic Development
Alpena Community College

(989) 356-9021
macmastd@alpenacc.edu

**Former last name used: Smith, Gagne, Littlefield*