

JANET E. MACOR

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OBJECTIVE

To secure a teaching position with a college or university utilizing proven skills in facilitation of both face to face and online learning, oral and written communications, student rapport, adult education knowledge, and advocacy for Ethics training, and quality writing across the curriculum.

QUALIFICATIONS AND BACKGROUND

A highly motivated, energetic, conscientious, creative, detailed, results-oriented, innovative professional with over seventeen years of progressively challenging responsibility and expertise in:

- Engaging presenter and facilitator. Qualified Instructor in both face to face and online teaching, assessment strategies, curriculum design and evaluation.
- Successful training developed for college students, consultants, business owners, industry, organizations and communities including: developing courses and conference packages on business skills, entrepreneurship, adult education, aboriginal relations, sustainable development, working in the oil and gas industry, and technology training.
- Progressive business planning and analysis, identifying opportunities, and project implementation and management experience including: formulation and development of feasibility studies, strategic plans, corporate communications, monitoring and decision making in funding requests. Extensive written communications including: proposal writing, research papers, government documents, annual reports, corporate brochures, newsletters, web site content and magazine articles. Focused local, national and international communication planning and events for client recruitment and retention, and promotion of educational programs.

SELECTED ACHIEVEMENTS

Instructed and developed components for over 40 online courses in Risk Management and Ethical and Legal Issues, Resource Management, Logistics, and Production, Final Project Development in the Blackboard environment. Built trust and rapport through uplifting inspirational focused course instructions, developed team project collaborations, created thought provoking discussion questions; Lead students to think 'outside of the box', clarified input and articulated results to facilitate understanding in a timely manner. Prepared and marked assignments, exams; gave individualized written feedback. **Result:** *Student evaluations rated my instruction as very good to excellent. Overall 80-90% of students would recommend taking my courses. Some students seek out courses I am teaching as they wish to secure solely my instruction; they state on the evaluation form, 'they wish they could take all their courses from Janet.'*

Presented at a national professional engineering association conference, to a forum of 300-400 professional engineers, members of professional engineering associations, consultants and educators. Created dynamic PowerPoint presentation; clear and concise verbal communication; relevant content drawn from my industry experience to meet the needs of the audience. **Result:** *Well received; my knowledge inspired the president of a major engineering association to request I present at an international engineering continuing education conference.*

Designed, developed and facilitated funding initiative workshop representing colleges and universities across Alberta, to secure funding for educational technology in a digital environment. Built trust and rapport through engaged listening and development of agenda to facilitate appropriate discussion; Lead participants to think 'outside of the box', clarified input and articulated results to facilitate understanding of all participants. Prepared a written proposal for submission to national funding organization. **Result:** *Secured \$150,000 from government funding source.*

Provided Leadership and project management for the program design, development and implementation of a national professional education association conference. Developed 12 month plan of action and timeline to meet deadlines; led team of 8 members to brainstorm, develop and implement a dynamic and topical program relevant to the audience of 200 members; created speaker contracts, project management plan, speaker correspondence; provided troubleshooting pre-conference and during the actual event; provided professional introductions for keynotes. **Result:** *Successful conference; evaluations were extremely positive; new members were thoroughly impressed; overall members were in agreed that it was the best conference they had experienced and felt it was great value for their money.*

EDUCATION/CERTIFICATES

Doctor of Philosophy: Christian Philosophy & Religious studies (<i>completion in 2011</i>)	Trinity Theological Seminary
Specialization: World Religions and Ethics	
Masters of Curriculum & Instruction (<i>completion in 2010</i>)	Colorado Christian University
Thesis: Ethics Curriculum and Online Curriculum Development	
Bachelor of Arts – Philosophy	University of Calgary
Master of Business Administration - (Environmental Management)	Dalhousie University
Bachelor of Arts – (Science and Humanities)	University of Calgary
Bachelor of Arts – (Philosophy)	University of Calgary
University Teaching Certificate	University of Calgary
Certified Program Planner	Learning Resource Network
The 7 Habits/4 Roles Leadership Training	Franklin Covey
Precept Bible Study & Leadership Training	Precept International

SCHOLARSHIPS

Trinity Theological Seminary Scholarship	2006
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ACADEMIC APPOINTMENTS

External Supervisor for Masters Thesis: *"Promoting Sustainable Homebuilding by Assessing Informal Environmental Education Precedents"*, Faculty of Environmental Design, University of Calgary, Calgary, Alberta

CONFERENCE SPEAKER AND TEACHING EXPERIENCE

30th Anniversary Conference for the Canadian Association for University Continuing Education (CAUCE),
Program Chair and Speaker Presenter, University of Calgary, Calgary, Alberta

First National Forum On Engineering & Continuing Education, Presenter
Canadian Council of Professional Engineers, Ottawa, Ontario

Appegga "Excellence In Education" Awards Night, Guest Presenter
The Association of Professional Engineers, Geologists & Geophysicists of Alberta, Calgary, Alberta

Inductive Biblical Studies Teacher
Precept International, Calgary, Alberta

Bible Application Teacher/Counselor at Russian Orphan Summer Camps
Children's Hope Chest, Vladimir, Russia

PROFESSIONAL EXPERIENCE

Sessional Instructor: Online and Classroom

Mount Royal University, Calgary, Alberta

2006 - *present*

- Resource Management, Production, Logistics, Ethics, Risk Management, Planning

Online Writing Tutor

Smarthinking.com, Washington, D.C.

2009 - 2010

- Literary and Descriptive essays, Philosophical Arguments, ESL

Program Director, Science, Energy & Environment

University of Calgary, Calgary, Alberta

1998 - 2004

- Managed revenue generating business of over 100 courses and certificate programs
- Developed industry and university strategic partnerships, negotiated contracts

Business and Training Consultant

Knowledge Alliance, Calgary, Alberta

1996 - 1998

- Team Leader, strategic planning, managed programs, internal marketing, networking
- Workshop development; communications planning, logistics, public speaking

Project Manager and Business Analyst

Nova Scotia Department of the Environment, Halifax, Nova Scotia

1995 - 1996

- Business development; assessment for commercialization; identified new opportunities
- Developed province-wide conference; Marketing and promotion; designed web site

CONFERENCE DELEGATE

Writing for the Soul: Christian Writers Guild Conference, 2010, Denver, Colorado

Annual Conference, American Christian Fiction Writers 2009, Denver, Colorado

Are Men from Mars and Women from Venus? A Biblical Response to Gender Difference, Christians for Biblical Equality Conference 2009, St. Louis, Missouri

Writing for the Soul: Christian Writers Guild Conference, 2008 & 2009, Colorado Springs, Colorado

Seeking Justice and Loving Mercy: Christians for Biblical Equality Conference 2007, Denver, Colorado

The Two Tasks: Redeeming the Soul, Redeeming the Mind: National Faculty Leadership Conference, Christian Leadership Ministries 2006, Washington, D.C.

Called to Make a Difference: National Faculty Leadership Conference, Christian Leadership Ministries 2004, Washington, D.C.

PUBLICATIONS

- *Heretics Within*, Christian Renewal Newspaper, November 2002
- *Conference a Joyful Experience*, Christian Renewal Newspaper, April 2001
- *Centra Symposium Helps the University of Calgary Deliver Environmental Stewardship Training*, Western Environmental Business Publication, Vol.2, Issue 3, Winter 2000
- *Lessons Learned in Lifelong Learning: Industry Partnerships are Key*, Faculty of Engineering Annual Report 1999, University of Calgary

AFFILIATIONS

American Society for Training and Development (ASTD)
American Christian Fiction Writers Association (ACFW)
Christians for Biblical Equality International (CBE)
PHILOSOPHIA CHRISTI Evangelical Philosophical Society