

Adam R. Marcotte

18116 Woodrow Road, Brainerd, Minnesota 56401
adamrmarcotte@yahoo.com

Profile

- Proven administrator
- Detail-oriented self-starter with a fierce work ethic
- Effective team member
- Excellent communicator with a variety of audiences

Skills

Management & Administration

- Facilitated reconstruction of Central Texas College—Pacific Far East Campus (CTC-PFEC)
- Helped to lead CTC-PFEC to profitability after a decade of operating in the red
- Developed and monitored budget of approximately \$6.5 million, including expenditures and projections
- Hired, trained, and/or evaluated 100 full-time and 200 part-time staff and faculty
- Supervised all CTC-PFEC payroll and human resource functions
- Represented CTC-PFEC to Korean Department of Labor and Department of Justice
- Awarded Employee of the year in 2006 for leadership and dedication

Communication

- Taught English, communication, and writing classes
- Assisted foreign businesses with U.S.-based communication, financial proposals, assessments, and forecasts
- Worked with local businesses for services and developed marketing opportunities for clients
- Advised award-winning secondary literary and arts magazine
- Published *I-Searching: A How-to Guide to Qualitative Research* (2003), *Adam's Grammar Primer: A Review of Everyday English Essentials* (2002), and *What We Want and Other Poems* (2000)

Technology

- Developed excellent skills in Microsoft Office for communication, financial modeling, and marketing
- Learned native software for payroll, accounts receivable, accounts payable, and reimbursement procedures
- Designed, installed, and maintained office network
- Wrote and implemented electronic tuition assistance and invoicing procedures

Education

- One-year Certificate: Network Specialist; Central Texas College, (2005)
- Master of Arts: English; State University of New York at Cortland, Cortland, New York (1998)
- Bachelor of Arts: English, minor in Music; Ithaca College, Ithaca, New York (1993)

Work Experience

- Instructor, Axia College of University of Phoenix (2008-present)
- Co-Owner, Bound & Determined Publishers (2000-present)
- Associate Dean, Support Services, Central Texas College, Pacific Far East Campus (2004-2007)
- College English Instructor, Central Texas College, Pacific Far East Campus (2001-2003)
- Junior/Senior High School English Teacher, Otselic Valley Central School (1993-2001)
- Manager, Towers Dining Hall, Ithaca College (1989-1993)

References

Available upon request