

## Lisa Carver

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### ◆ EDUCATION:

**UALR BOWEN SCHOOL OF LAW** – August 2007 - 2008

**MASTER OF ARTS** – December, 1997

Texas Woman's University, Denton, TX

**Major:** History and Government/Graduated with Honors

North Texas State University, Denton, TX

**Major:** Communication & Public Address/Completed 28 of 31 hours

**BACHELOR OF ARTS** - August, 1986

University of Central Arkansas, Conway, AR

**Major:** Speech Communications/Minor: Political Science

### ◆ PROFESSIONAL EXPERIENCE:

**MOXIE CONSULTING, INC.**, Owner and President, 8/02 - present, Little Rock, AR

A human resources company serving clients in the following areas: training programs, consulting, instructional design and professional coaching. Duties include marketing programs to various businesses, developing programs, conducting needs assessments, program facilitation and session follow-up. Partial client list includes: PepsiCo, Wal Mart, City of Rowlett, City of Plano, Alltel, Windstream, City of McKinney, Pulaski Technical College Business and Industry Center, TXU, US Office of Personnel Management: Western Management Development Center, FLETC (Federal Law Enforcement Training Center), Kimberly Clark, Dassault Falcon Jet, City of Little Rock and the University of AR at Little Rock.

**ADJUNCT FACULTY**, Pulaski Technical College, 8/02 – present, North Little Rock, AR

Duties: Taught Speech Communications class to P.T.C. students. Administered tests, evaluated student participation and assigned grades. Developed and taught WebCt (online) classes. Currently teach management development courses through the Business and Industry Center and professional development session to PTC faculty and staff.

**CONSULTANT**, Arkansas State University/Childhood Services, 10/06 – 6/08, Little Rock, AR

Duties: Assisted with managing the Arkansas Children's Program Administrators Certificate/Credential by providing training and coordinating annual conferences and special events. Helped coordinate the Arkansas Governor's Work-Life Initiative including marketing/public relations, judging and annual awards ceremony. Managed the inaugural online professional development courses using Blackboard, expanding from 45 students to 164 students in one year.

**ADJUNCT FACULTY**, University of Phoenix, 5/04 – present, Little Rock, AR

Duties: Teach undergraduate College of Arts and Sciences general studies courses both in hybrid format (partial classroom and partial online format) and classroom format.

**ORGANIZATIONAL DEVELOPMENT MANAGER**, Department of Information Systems/State of AR, 8/01 – 7/02, Little Rock, AR

Duties: Served in an internal consultant role in providing professional expertise in organizational development assessments and interventions to impact the strategic operational objectives of the agency. Facilitated multi-

disciplinary teams for organizational alignment and to achieve organizational mission. Designed the professional development of technical employees toward career goals, including professional development plans and needs assessments. Developed intra-agency communication tools to enhance partnerships. Developed DIS Strategic Plan including vision, mission, values and divisional goals. Drafted agency recruitment and retention initiative, AR IT 101 proposal and manager training and development. Selected consultant to manage HR classification and compensation study and developed New Employee Orientation. Facilitated a team that recommended and implemented the DIS CLIP plan – Career Ladder Incentive Plan, including revised performance appraisal system. Served as the agency strategic planning manager.

**VICE PRESIDENT/BUSINESS EDUCATION**, CitiCapital Fleet and Relocation, 7/99 – 8/01, Carrollton, TX

Duties: Designed and directed the efforts of the Business Education department which entailed development of employee training initiatives. Served on the Executive team, facilitated departmental/work team training programs, designed supervisory training programs and created Employee Recognition program. Managed the company quality initiative, managed staff in four locations, coached supervisors regarding performance issues and developed organization-wide communication initiatives. Oversaw \$800,000 training budget, negotiated with vendors, utilized desktop publishing and PowerPoint, designed and presented a variety of professional and personal development training sessions, developed job-specific training programs to enhance operational effectiveness, facilitated training for call center employees and developed client training to increase understanding of operations.

**DIRECTOR OF ALUMNI RELATIONS**, Texas Woman's University, 1/99 – 7/99, Denton, TX

Duties: Developed relationships with the 40,000 graduates of TWU, and served as Executive Director of the National Alumnae Association. Developed and implemented special activities and events for current students and alums, managed organizations \$550,000 budget, created innovative programs to maintain the partnership between graduates and the office of Alumni Relations, and supervised development of web-site. Managed numerous volunteers, worked with University faculty and staff regarding alumni initiatives and oversaw 24 geographic and 19 academic chapters.

**HUMAN RESOURCES DIRECTOR**, Consumer Net Marketplace, 7/98 – 9/98, San Mateo, CA

Duties: Developed personnel procedures for small start-up Internet provider company. Served as employee contact for all human resource functions, developed employee handbook which complied with federally mandated laws and regulations, performed benefits, staffing and employee relations functions for a staff of 50.

**TRAINING MANAGER**, City of Plano, 11/94 – 7/98, Plano, TX

**HUMAN RESOURCES TRAINER**, City of Carrollton, 12/88 – 10/94, Carrollton, TX

**TEACHING ASSISTANT**, Texas Woman's University, 8/92 to 5/93, Denton, TX

**OPERATIONS ANALYSIS SPECIALIST**, City of Denton, 8/88 - 11/88, Denton, TX

**SPECIAL EVENTS COORDINATOR/CIVIC CENTER MANAGER**, City of Denton, 5/88 - 7/88, Denton, TX

◆ **CERTIFIED INSTRUCTOR IN THE FOLLOWING COURSES:**

Seven Habits of Highly Effective People

Workplace of Difference – Diversity Session

KASET - Creating Satisfied Citizens and Customers Positive Discipline - A Progressive Disciplinary System

Peer Grievance Review

Zenger Miller - Achieve Global

ROPES Certified – experiential learning activities

Leader Effectiveness Training

◆ **References and Work Samples Provided Upon Request** ◆