

G. LYNN DAVIS

gizelleldavis@live.com

PROFILE

Dynamic and resourceful project management professional with demonstrated and proven experience in global project management, employee training and scientific research, seeks an opportunity with an employer that will appreciate a highly self-motivated candidate with proven leadership and motivational abilities. Prospect possesses exceptional communication and interpersonal skills, coupled with technical training and recruiting experience at the corporate level—demonstrated record of success in collaborating with internal and external constituencies both on a global and domestic basis.

PROFESSIONAL HISTORY

Adjunct College Professor, Houston Community College, Houston, TX 08/2008 – Current

- Design effective curriculum for lecture and laboratory materials involving Microbiology, General Biology, Nutrition, Biology for non –majors, and Anatomy and Physiology.
- Maintain a 100% approval rating from students and administrators, per SEOI (Student Evaluation of Instructor)
- Accountable for delivering lecture and laboratory material to students of all levels.
- Responsible for assigning appropriate grades according to HCC Policy and syllabus.
- Establish student to student relationships through group work and hands on tutorials.
- Responsible for translation of internal HCC requirements into feasible process and labor outputs, including attending lectures, recruiting events and research initiatives.
- Formally certified in Instructional Technology

Account Manager, Unisource Medical – Houston, Texas 08/2005 – Current

- Devise a successful business development plan of action designed to secure new business contracts and to establish an expansion plan for existing contracts in major metropolitan cities across the nation
- Develop strategic marketing and public relations campaign throughout the company
- Establish, implement, coordinate an internal credentialing protocol to meet standards consistent with University mandates
- Establish, implement, and maintain a confidential, risk management, QA operative for Physicians and Students
- Manage all P&L
- Liaison between the Executive Board of Directors and Corporate Management
- Responsible for the continuous education, promotion, and development of the internal staff as well as students.
- Maintain and audit a database of over 200 qualified students and 240 clients/universities.

Quality Management Systems (QMS) Lead, Alcoa World Alumina Atlantic – Point Comfort, Texas 08/2002 – 09/2005

- Provide Chemical product support and customer service training for designated departments.
- Ensured external customer concerns were addressed with regard to corrective and preventive action process.
- Performed quality, safety, environmental and financial audits.
- Conducted problem solving and process improvement field training from executive level to shop floor.
- Piloted new and innovative learning theories in every process area both on a domestic and global scale.
- Plant – wide training Coordinator support specialist and management back up for intense root cause problem solving, diversity and inclusion

Chemist Alcoa World Alumina Atlantic – Point Comfort, Texas 05/2000 – 08/2002

- Responsible for collection, analysis, interpretation and reporting of data gathered from process area and deposit samples covering air, water and solid waste.
- Diversity Chair responsible for recruiting students to our organization through recruiting/career events
- Responsible for continued development of new recruits through training utilizing the adult learning theory
- Conducted technical consulting with internal and external customers as well as management.
- Prioritized projects based on criticality, business plan objectives and employee skill level.
- Accountable for designing marketing materials for recruiting events
- Responsible for global recruitment in engineering, HR and technical positions
- Assigned to be chemist lead for both upstream and downstream process sampling.
- Provided career counseling, succession planning and exit strategies through Human Resource functions

EDUCATION

M.A., Interdisciplinary Studies Bioinformatics and Business, University of Houston – Victoria, TX

B.S., Biological Science and Chemical Science, McNeese State University – Lake Charles, LA