

Curriculum Vitae

Name: Dr. Jean Vining

Work Address: Southeast College, 6815 Rustic Ave., Houston, TX 77087

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Education:

Ed. D., University of New Orleans, New Orleans, Louisiana. 1976.

M. Ed., Georgia Southern College, Statesboro, Georgia, 1966.

B. Sc. Ed., cum laude, University of Georgia, Athens, Georgia, 1960.

15 hrs. Graduate English, University of Houston, 1983.

3 hrs. Graduate English, University of Minnesota, 1985.

Teaching Experience:

Houston Community College, 1981-2003. Full-time. Director, Public Relations and Resource and Community Development. Program Chairperson, Business, Industry, Technical Writing and Communications.

Houston Community College-SE. Adjunct faculty for English, Technical Writing, Corporate Training, Distance Education.

University of New Orleans, 1969-1981. Associate Professor with tenure, Assistant Professor, Instructor in College of Business Administration.

Armstrong State College, Savannah, Georgia. 1960-1968. Instructor, Assistant Professor, Business Administration.

Approved by American Management Association to teach professional development business administration and management courses.

Professional, Technical, and Work-related Experience:

Raised and helped to raise over \$24 million in grants for training and workforce development, fine arts, after-school mentoring-parent training programs, parent academy, multicultural programs, summer youth programs for Houston Community College.

Write business plans and grant for non-profits, business and industry.

Experienced Director of Public Relations and Community

Development. Communications specialty and personal coach. Developed over 50 college and business training courses at Houston Community College and at the University of New Orleans in disciplines of business administration, office technology, English, business communications, desktop publishing, and cooperative training and internships.

Developed Distance Education Technical and Business Industry Writing and Report Writing course and teaching units for internet. Experienced in using WebCT and Blackboard systems.

Extensive contact with Houston-area and Gulf Coast industries, City of Houston, Houston Fire Department, Houston Police Department, community non-profit organizations, Hispanic Chamber of Commerce, East End Area Chamber of Commerce, area school districts, and area businesses to develop partnerships, determine employee needs, and design, develop, write, and implement industry programs.

Formed consulting business to provide editing, writing, personal coaching, communication, organizational management and training to area individuals, businesses, community organizations, and international clients.

Industry work experience includes editing, manuscript and publication review, industry teaching. 20years +

Professional Achievements and Publications:

List of 37+ published articles and papers and 40+ speeches and presentations available.

Prepared Instructional Handbook on Basic Business Communications for John Wiley Publishers, 1982.

Who's Who in American Women in Education, 11th Edition, Kappa Delta Pi, Personalities of the South, Faculty Award for Graduate Study-Master's Degree, Bedichek Award.

SACS Committee, HCC and University of New Orleans, Faculty Senate, HCC, Scholarship Committee, University of New Orleans.