

CURRICULUM VITAE

Monti James Beasley

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EDUCATION

Master of Arts in Communication Studies

December 2016

The University of North Carolina at Greensboro, Greensboro, NC GPA 3.82 Chancellor's List
Master Capstone: Shared Leadership in Small Groups: Communication Processes and Conflict Management

Bachelor of Arts in Communication Studies, Summa Cum Laude, Phi Beta Kappa

May 2015

The University of North Carolina at Greensboro, Greensboro, NC GPA 4.0 Chancellor's List
CST599 Communication Pedagogy: Developed teaching philosophy and corporate team training facilitation manual
CST460 Leadership: Developed leadership philosophy

Bachelor of Science in Geography Track (Transferred)

August 1984-December 1987

The University of North Carolina at Chapel Hill, Chapel Hill, NC

TEACHING COMPETENCIES

Business Communication, Organizational Communication, Introduction to Communication, Public Speaking, Team Building, Small Group Communication, Leadership Communication and Interpersonal Communication.

TEACHING EXPERIENCE

Fall 2017

Full Time Lecturer, Instructor of Record, Marketing, Entrepreneurship, Sustainable Tourism and Hospitality, The University of North Carolina at Greensboro, Greensboro, North Carolina

Teaching 4 classes of Business Communication, which are speaking and writing intensive, utilizing Canvas Learning Management System.

Adjunct Instructor of Record, Communication Studies,

Forsyth Technical Community College, Winston-Salem, North Carolina

Teaching 3 classes of Public Speaking, utilizing Blackboard Learning Management System.

Spring 2017

Adjunct Instructor of Record, Marketing, Entrepreneurship, Sustainable Tourism and Hospitality,

The University of North Carolina at Greensboro, Greensboro, North Carolina

Adjunct Instructor of Record, Communication Studies,

The University of North Carolina at Greensboro, Greensboro, North Carolina

Adjunct Instructor of Record, Communication Studies,

Guilford Technical Community College, Jamestown, North Carolina

Adjunct Instructor of Record, Communication Studies,

Forsyth Technical Community College, Winston-Salem, North Carolina

Taught Business Communication, Introduction to Communication Studies, and Public Speaking. These 8 courses, of 25 students each, were speaking intensive and some were additionally writing intensive. Utilized Learning Management Systems: Canvas, Blackboard and Moodle.

Teaching Assistant, Communication Studies,

The University of North Carolina at Greensboro, Greensboro, North Carolina

2015-December 2016

Taught Introduction to Communication Studies competences including Public Speaking, Interpersonal Relationships, and Group Work. Taught 6 courses of 25-28 students each.

Workshop Instructor,

The University of North Carolina at Greensboro, Greensboro, North Carolina

Spring 2016

Distilling Your Message & Making It Stick delivered to Ph.D. Nano-science/Nano-Engineering Candidates.

Team Building in the Workplace delivered to Facilities Maintenance Department.

Internship, Elastrix, LLC & The University of North Carolina at Greensboro, Greensboro, North Carolina

Summer 2014

Facilitated group discussion for executive team and conducted company-wide 8-week intensive team building training. Worked to build self-directed work teams. Exercises focused on building trust, describing feelings, speaking effectively, and interpersonal relationship building. Skill building included: listening attentively, expressing ideas, persuading, and providing appropriate feedback.

PRESENTATIONS and MEMBERSHIPS

Member, Carolinas Communication Association 2016-present
Member, National Communication Association 2014-present
Member, Phi Beta Kappa Honor Society 2014-present
Member, Lambda Pi Eta Honor Society 2013-2016
Conference Presenter, Representing The University of North Carolina at Greensboro Fall 2016
Town Hall Simulation delivered to Carolina Communication Association, Annual Convention Wilmington, NC

Volunteer Board President, Piedmont Flyers, Lewisville, NC August 2010-August 2013
Member, Piedmont Flyers, Lewisville, NC August 2010-present
 Piedmont Flyers Bike Club, comprising 600-members. is dedicated to delivering bike shop quality bikes to underprivileged kids at Christmas time. Presented new bikes to television stations for Salvation Army live on air. Developed curriculum and instructed spring bicycling training classes (public presentation to 20 individuals). Led and facilitated monthly meetings, collaborated with Lewisville civic leaders, managed fundraisers including coordinating with many vendors, volunteers and club members, organized weekly group rides with club ride leaders, wrote monthly newsletters, and updated website.

PROFESSIONAL EXPERIENCE

Owner, MB Consulting, Small Business Center, Innovation Quarter, Winston-Salem, North Carolina
 Consulting and mentoring small business owners, entrepreneurs and startup owners. August 2017 - present

Owner, The Homestead Farmhouse, Winston-Salem, NC August 2015 - present
 Operates a bed and breakfast on a 60-acre working Century farm.

Accounting & Human Resources Manager, Elastrix, LLC, Pilot Mt, NC December 2012 - January 2015
 Written and oral communication utilized daily: face-to-face meetings, phone calls and emails; meeting facilitation, and documented processes and procedures. Participated in weekly executive management meetings, provided valuable input on effective company-wide communication, better active listening and meeting facilitation/procedural changes. Developed and conducted all in house training. Responsible for all accounting transactions, negotiated daily with external vendors. Complete responsibility for human resources: interviewing perspective employees and temporaries, 360 evaluations (development and execution including mentoring workers with future goal development), reporting and management of confidential paperwork. Worked directly with the CEO and the executive team to improve communication channels and work relationships among the management team as well as among company employees. Reworked company website, developed many forms by gathering input from all stakeholders to standardize procedures.

Owner, MB Consulting, Charlotte and Winston-Salem, NC August 2010 - August 2012
 Obtained three 9-month consulting contracts. Grew sales database via business storytelling and negotiation, collaborating and brainstorming with internal and external customers, Internet research and prospecting warm and cold calls, processed invoices, facilitated and coordinated training schedule for multiple locations. Sold and serviced State Farm Insurance accounts. Required excellent active listening skills, persuasion, clarifying questions and appropriate feedback.

Client Benefits, Group Homes of Forsyth, Inc., Winston-Salem, NC 2004 - 2010
 A non-profit organization working with adults with developmental disabilities. Responsible for payroll and Human Resources for 70 employees, Accounts Receivable (Medicaid and E-Claims Billing, Donations/Fundraiser Funds, Client funds), Marketing (Newsletter, Website, Brochures), Grant Writer, Project Management, Research/reporting (extensive use of Excel spreadsheets), and prepared for audits.

Owner, Bea's Hallmark Stores (2), Winston-Salem and Salisbury, NC 1999 - 2003
 Purchased store from prior owner, and then opened another in Salisbury. Ran all operations and managed 25 staff, including training, mentoring, delegating, scheduling, merchandising product, directing seasonal changes and ensuring customer satisfaction.

Manager, Nita's Hallmark, Winston-Salem, NC 1992 - 1999

CAREER SUMMARY

Extensive skills as a teacher (corporate and academic, 12 years), business owner (7 years), manager (20 years), mentor (20 years), team builder (15 years).

SKILLS

Management

- *Communication:* Used oral and written communication skills to address internal issues/concerns while interacting with a diversity of personalities and staff levels. Proficient with external communication and public presentations.
- *Leadership:* True leader who inspires confidence in employees by empowering and respecting them. Leads by example and motivates others to excel. Coached supervisors/directors in Human Resource process, staff retention and disciplinary action. Provided one-on-one coaching based on individual needs. Actively listened, determined aspirations and conveyed positive feedback to enrich productivity levels.
- *Business Owner:* Direct experience with sales, expense control, daily operations, and inventory management including purchasing and analysis of inventory. Communicated daily with staff, vendors and customers.
- *Planning/Budgeting:* Researched, presented and implemented cost cutting measures in extremely difficult economic times. Adept at goal setting and planning for company survival and growth. Detail oriented and analytical. Able to manage the details while seeing the whole picture.
- *Scheduling:* Handled extremely demanding task of scheduling aircraft and pilots for charter operations.
- *Payroll / Human Resources:* Researched and implemented new payroll system for 70 employees. Proposed and implemented cost allocation process for job cost reporting and analyzed staff utilization. Entrusted to process confidential employee records and developed vacation tracking and training certification systems.
- *Project/Operations:* Established various surveys, worked with volunteers/interns, developed donation tracking process, and wrote policy and procedures.
- *Research:* Collected data for monthly, year-end cost reporting and financial audits for surprise and periodical audit/review.

Marketing

- *Website:* Revamped entire website’s content and look.
- *Brochures:* Wrote and designed.
- *Newsletters:* Responsible for monthly and quarterly newsletters both internal and external.
- *Sales Calls/Presentations:* Cold calls (phone and in person), sales appointment presentations and quoting.
- *Grants:* Researched and wrote grants.
- *Fundraising:* Efforts including Days of Caring via United Way and The Lighthouse project with BB&T.

TECHNICAL SKILLS

Computer Programs	Other Applications	Certifications	Languages
<ul style="list-style-type: none"> • MS Word, Excel, Outlook • MS PowerPoint • Windows Proficient • MacIntosh Proficient 	<ul style="list-style-type: none"> • Canvas, Blackboard, Moodle Learning Management System • Paychex, QuickBooks • Databases (FileMaker, Access) • Point of Sale Register System • Social Media (Facebook, LinkedIn, Tumblr) 	<ul style="list-style-type: none"> • P&C NC Insurance Lic. • Leadership Certification • NCNB Bank Teller Cert. 	<p><u>Spanish:</u> Written Fluency: 40% Oral Fluency: 30%</p> <p><u>English:</u> Native Language</p> <p><u>French:</u> Minimal</p>