

J. ROBERT SHINDELL

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PROFESSIONAL SUMMARY

Higher education senior executive and director level staff, private sector business and non-profit work experience. Background includes being a strong advocate for students, market & strategic planning, business development, project management, student recruitment & retention, seminar facilitation, budgeting, web development, advertising, instructional design, public speaking, management consulting, supervision of diverse staff and building relationships with various constituencies.

STRENGTHS

Strategic/Mission Planning
Client Relationship Management
Management Training/Development
Employee Relations

Program Management
Program Development
Leadership Development
Business Startups

Public Speaking
Change Management
Corporate Culture Change
Key Account Management

CAREER HIGHLIGHTS

Strategic/Mission Planning

Envisioned, then created and implemented a college specific career center in a Top 50 public Business School. Developed comprehensive strategic plan; wrote initial policies and procedures; hired and trained staff; integrated career management into existing curricula; expanded career services delivery through increased web presence; developed secondary funding streams to support services. Recruited over 500 employers to hire business students for jobs and internships. **Results:** Center was ranked #28 in the nation by Business Week, highest undergraduate starting salary in the state; 95% placement of b-school students within 3 months of graduation.

Reorganized the Division of Enrollment Services at a Big XII university to increase recruitment of undergraduate and transfer students. Analyzed and identified problem areas and challenges; devised and generated multiple solutions; engaged participatory leadership skills with management team on implementation of solutions; trained admissions staff in areas of proactive customer service and relationship sales. **Results:** 15% increase in applicant pool, 40% increase in historically underrepresented population resulting in the largest freshman and transfer class in the history of the institution.

Program Management

Implemented web-based career services portal in a "Top 50" public business school. Conducted needs analysis with both employers and students; identified software solution vendors; created content and design; led branding and marketing initiatives. **Results:** Launched web portal that is now utilized by all employers and students in the college to facilitate employment connections.

Launched budget reduction initiative within a division of a Big XII University. Identified areas of savings; formed multi-divisional teams to analyze expenses; established target objectives and zero-based budgeting techniques; implemented enhanced accounting techniques; motivated management team through participatory leadership; documented and reported results to Board of Regents. **Results:** Reduced budget by 15% (over \$1 million dollars) while increasing employee engagement and morale.

Program Development

Created "Twenty under 40" awards program in a metropolitan area to recognize twenty people in the community under the age of forty years old who are doing remarkable things with their life and career. Recruited corporate sponsorships; engaged local media to donate advertisement and publicity; solicited nominations from local business, industry and services entities. **Result:** Raised \$14,000 in corporate funding, identified 70 nominees and received front-page and lead-story coverage in local media.

Developed cooperative education program within a College of Engineering. Created opportunities for with companies in the US and Canada; solicited companies to fund the Cooperative Education Scholars Program; authored, implemented and facilitated Professional Development Course for freshman engineering students; instituted and developed Career Expo. **Results:** Over 250 companies hired cooperative education students, raised \$300,000 in scholarships and increased college national ranking significantly.

Change Management

Established task forces to focus on the enrollment of Hispanic and African-American students at a Big XII university. Recruited community leaders, students and faculty of under-represented populations to serve; formulated strategies to increase enrollment; researched, evaluated and reported methods currently used by competitor institutions; spearheaded aggressive marketing plan to increase scholarship fundraising. **Result:** 42% increase in African-American applicants, 52% increase in Hispanic applications, and over \$280,000 of unrestricted scholarships.

Envisioned, developed and implemented a First-Year Experience course for students in a College of Business Administration. Convinced Dean and senior faculty members to fund the project; researched and evaluated similar programs from other schools; recruited students into the class during orientation. **Results:** 74 students signed up successfully completed class during the first semester, generating 222 credit hours equating to over \$16,000 profit through Texas State Higher Education Formula Funding.

HIGHER EDUCATION EXPERIENCE

TEXAS TECH UNIVERSITY, DIVISION OF ENROLLMENT SERVICES

Lubbock, TX

ASSOCIATE VICE PRESIDENT

2007 – 2008

- Developed enrollment models and projections to assist in university-wide planning, while monitoring progress toward goals of the University's enrollment management plan.
- Determined strategic use of financial aid for the recruitment of new students and retention of current students.
- Assisted in strategic management of departmental budgets.
- Provided leadership in the development of marketing and communications materials
- Enhanced relationships with the University community, particularly academic and student affairs, through communication and engaging them in the effort to attract, enroll and retain students.
- Performed research and implement initiatives for prospect management, recruitment, and enrollment; and interpret data and trends
- Represented the Division of Enrollment Management on appropriate University committees and councils
- Developed and implemented administrative, technological, or service initiatives to improve divisional effectiveness and service.
- Interacted with important constituent groups including the Texas Higher Education Coordinating Board, Board of Regents, faculty, staff, current and prospective students, alumni, parents, secondary school personnel, state and federal agencies, elected officials, and a wide variety of professional organizations.

Specific Task Objectives:

- Increased freshman and transfer applications by 15 percent.
- Enhanced relationships with high schools and community colleges by communicating with and engaging them in the effort to attract, enroll and retain students
- Implemented and assessed all recruitment in high school and community colleges
- Performed research and implement initiatives for high school and community college recruitment; and interpret data and trends
- Interacted with important constituent groups including prospective students, alumni, parents, secondary school personnel, and a wide variety of professional organizations
- Enhanced market share by region
- Coordinated the recruiter participation in events coordinated by the Office of Admissions
- Overall responsibility for financial and administrative management of recruitment including accounting and financial analysis, financial reporting, budget management and personnel

RAWLS COLLEGE OF BUSINESS ADMINISTRATION, TEXAS TECH UNIVERSITY

Lubbock, TX

DIRECTOR – CAREER MANAGEMENT CENTER

2002 – 2007

- Constructed a world-class, college specific career center to meet the needs of employer partners, students and alumni.
- Orchestrated holistic career services program in the college.
- Served on college committees including undergraduate academic, student/employer relations and graduate academic.
- Created relationships with over 500 new employers since starting the CMC in 2003.
- Created and facilitated college specific career fairs with over 100 employers attending each semester.
- Currently ranked #28 on the Business Week B-School rankings for Career Centers
- Played integral role in vaulting the Rawls College of Business into the “Top 50” Public Business Schools rankings.
- **Undergraduate Placement statistics**
 - Consistently over 80% “placement” of undergraduate business students
 - Average starting salary increased over \$7,000 from 2005 to 2007
 - Achieved over 85% response rate on Senior Exit Survey
- **Graduate and MBA Placement Statistics**
 - Achieved 100% placement of Masters in Science of Accounting Students
 - Consistently over 70% “placement” of MBA candidates
 - Average starting salary increased almost \$10,000 from 2005 to 2007
 - Achieved over 95% response rate on Senior Exit Survey
- Chaired the “Chief Executives Roundtable” speaker series.
 - Coordinated the following speakers: Dr. Randal Pinkett, Christopher Gardner, Bob Prosen, Gary Kelly, John Spence & Joe Forehand.
- Co-founded and facilitated the Forum for Leadership Excellence
- Created Student Business Council, a student leadership and support team for the CMC.
- Created and Facilitated “Parenting 101” for parents during new student orientation.
- Provided exceptional professional development training to help students make the transition from college.
- Built relationships between The Rawls College of Business and the business community.
- Served as a career practitioner for undergraduate & graduate students.

MIDWESTERN STATE UNIVERSITY

Wichita Falls, TX

DIRECTOR – CAREER MANAGEMENT CENTER

2000 – 2002

- Successfully developed university wide internship program to provide employment opportunities for students.
- Implemented holistic Career Management program in undergraduate curriculum.
- Served as a career practitioner for undergraduate & graduate students.
- Developed and implemented a First-Year Experience course for the College of Business Administration.

THE UNIVERSITY OF TOLEDO, COLLEGE OF ENGINEERING

Toledo, OH

ASSOCIATE DIRECTOR – COOPERATIVE EDUCATION & PLACEMENT

1997 –2000

- Developed cooperative education opportunities for engineering students with companies across the United States.
- Solicited companies to participate and fund the Cooperative Education Scholars Program.
- Authored, implemented and facilitated Professional Development Course for freshman engineering students.
- Instituted and developed first Career Expo specifically for engineers at UT.

OTHER PROFESSIONAL EXPERIENCE**ILOSTMYJOB.COM, LLC**

Minneapolis, MN

GENERAL MANAGER & BOARD MEMBER

2009 - Present

- Oversight of all technical and content operations.
- Responsible for sponsor development.
- Created and implemented “The Career Dr.” web series.

THE WETHERBE GROUP

Austin, Texas

VICE PRESIDENT – MARKETING & DEVELOPMENT

2008 - Present

- Creating new web-based software to understand employee motivational needs.
- Developing new client relationships while servicing the needs of current clients.
- Providing on-site seminars for clients in the areas of strategic management, motivation, organizational consulting and leadership.

ROLLED ALLOYS, INC.

Temperance, MI

REGIONAL SALES ASSOCIATE

1996 - 1997

- Serviced existing and developed accounts in the West Coast Region of the United States.
- Presented on-site seminars regarding applications of high-temperature & corrosive resistant steel.
- Increased productivity through outstanding customer service, product knowledge and attention to detail.

THE AMERICAN RED CROSS, GREATER TOLEDO AREA CHAPTER

Toledo, OH

WORKPLACE SAFETY COORDINATOR

1996

- Created and implemented new program to meet the needs for occupational health & safety training.
- Increased monthly income from contractual agreements from \$2,500 to \$10,500.

THE PI KAPPA PHI NATIONAL FRATERNITY

Charlotte, NC

LEADERSHIP CONSULTANT

1995 - 1996

- Provided on-site educational programming and resources to chapters across the country.
- Facilitated Leadership and Educational conferences at The College of Charleston, SC.

EDUCATION**TEXAS TECH UNIVERSITY, COLLEGE OF EDUCATION***PHD CANDIDATE, Higher Education Administration (ABD)*

- Anticipated Graduation Date: December 2009
- Passed comprehensive final with distinction honors
- Helen DeVitt-Jones Scholarship recipient
- Cumulative GPA: 3.785

MIDWESTERN STATE UNIVERSITY, WEST COLLEGE OF EDUCATION*MASTERS OF ARTS, Training and Development- 2002*

- Thesis: "Developing persisting students in the College of Business Administration at MSU"
- Minor: Organizational Behavior
- Cumulative GPA: 4.0

THE UNIVERSITY OF TOLEDO, COLLEGE OF EDUCATION*BACHELOR OF EDUCATION, June 1995***TEACHING EXPERIENCE****Texas Tech University, Lubbock, TX**

- *Professional Development for Accountants (ACCT 2330) – Guest Lecturer*
- *Negotiation & Conflict (MGMT 5374) – Guest Lecturer*
- *Executive Skills (MGMT 5376) – Guest Lecturer*
- *Fundamentals of Business Professionalism (BA 1101) – Guest Lecturer*
- *Managerial Communications (MGMT 3353) – Guest Lecturer*

Midwestern State University, Wichita Falls, TX

- *College Connections for Pre-Business Majors. 3 credit hour elective for freshman students.*
- *Human Resources Management – Guest Lecturer*
- *Organizational Behavior – Guest Lecture r*

The University of Toledo, College of Engineering, Toledo, OH

- *Professional Development for Civil Engineers. 3 credit hour required course for engineering majors.*

CONSULTING EXPERIENCE

COLUMBUS COLLEGE OF ART & DESIGN, COLUMBUS, OHIO – Career Center Development & Implementation
CSO RESEARCH, AUSTIN, TEXAS – Career Services Technology
DANIS BUILDING CONSTRUCTION, DAYTON, OHIO – Cooperative Education Development
DAIMLER-CHRYSLER CORPORATION, SOUTHLAKE, TEXAS – Team Training & Organizational Effectiveness
DAVIS-BESSE NUCLEAR POWER PLANT, SANDUSKY, OHIO – Cooperative Education Development
EFG COMPANIES, INC., DALLAS, TEXAS – “Recruiting and Retaining Generation X and Y”
FLORIDA INTERNATIONAL UNIVERSITY – Building a world-class career center.
GEICO, INC., DALLAS, TEXAS – “Recruiting and Retaining Generation X and Y”
GOODYEAR TIRE & RUBBER CO., AKRON, OHIO – Cooperative Education Development
INTERSTATE BAKERY CORPORATION, TOLEDO, OHIO – Cooperative Education Development
JACKSON STATE UNIVERSITY, JACKSON, MS – Career Services Strategic Planning
LUBBOCK SOCIETY FOR HUMAN RESOURCE MANAGEMENT – Strategic Planning
MARATHON OIL CORPORATION, FINDLAY, OHIO – Cooperative Education Development
RUDOLPH-LIBBE CONSTRUCTION, TOLEDO, OHIO – “Developing the Next Generation of Your Workforce”
SABRE TECHNOLOGIES, SOUTHLAKE, TEXAS – “Developing an Undergraduate Internship Program”
TEXAS CO-OP EDUCATION & INTERNSHIP ASSOCIATION – Strategic Planning & Organizational Development
UNIVERSITY OF MICHIGAN, DEARBORN – “How to Develop a World-Class Career Center”
UNIVERSITY OF NEBRASKA, OMAHA – “How to Develop a World-Class Career Center”
UNIVERSITY OF NORTH TEXAS, DENTON, TEXAS – “Integrating Work & Learning”
UNIVERSITY OF SOUTHERN MISSISSIPPI, HATTIESBURG, MS – Student Affairs retreat facilitation
WD PARTNERS, COLUMBUS, OHIO – Cooperative Education Development
WICHITA FALLS CENTER FOR NON-PROFIT MANAGEMENT, WICHITA FALLS, TEXAS – Strategic Planning

CONFERENCE PRESENTATIONS

SOUTHERN ASSOCIATION OF COLLEGES AND EMPLOYERS (SACE).

“Recruiting those that Recruit your Students” – December 2006 (Atlanta, GA) – Peer Reviewed Submission

SOUTHWEST ASSOCIATION OF COLLEGES AND EMPLOYERS (SWACE).

“Recruiting those that Recruit your Students” – June 2006 (New Orleans, LA) – Peer Reviewed Submission

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

“Being a LEADER...where you are!” – Fall Conference 2005 (Denton, Texas) – Peer Reviewed Submission

GEICO REGION 5 MANAGEMENT CONFERENCE.

“Extreme Leadership Makeover” – May 2005 (Dallas, Texas)

PI KAPPA PHI MID-YEAR LEADERSHIP CONFERENCE.

“Good to Great...making the change in your chapter!” – January 2005 (Charlotte, NC)

PROFESSIONAL ASSOCIATIONS

LUBBOCK ECONOMIC DEVELOPMENT ALLIANCE (LEDA)

- Young Professionals Group of Lubbock
- Facilitator of Lunch & Learn Lecture Series
- Founding member
- Creator of award and presentation in Lubbock

SOUTHWEST ASSOCIATION OF COLLEGES AND EMPLOYERS (SWACE)

- Conference Committee – 2001-2004.
- Sponsorship Committee Co-Chair - 2003

NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS (2000 – PRESENT)

- Executive Leadership Development Workshop 2005
- Management Leadership Institute 2002 – “Graduate Assistant” & Facilitator
- Management Leadership Institute Graduate - 2001
- Active member in regional district – SWACE

THE PI KAPPA PHI EDUCATIONAL FOUNDATION (1991 – PRESENT)

- Elected to the National Council by undergraduate voting members (2004).
- Facilitated educational seminars on the development and implementation of Strategic Planning.
- Chairman of the National Member Education Committee, 1988 to 2004.
- Contracted to consult “at-risk” chapters throughout the United States.
- Participated as facilitator for 20 Mid-Year Leadership Conferences and 10 National Training Conferences.

MAC3 - METROPLEX AREA CONSORTIUM OF CAREER CENTERS (2000 – 2002)

- President 2002 – Responsible for developing relationships with companies to attend bi-annual job fairs.
- Facilitated various professional development workshops for members.
- Created employer partner database, which has improved communications and record keeping.

TEXAS COOPERATIVE EDUCATION AND INTERNSHIP ASSOCIATION (2000 – 2002)

- Vice President, Organizational Development
- Developed, facilitated and implemented a strategic planning workshop at the annual conference.

OHIO COOPERATIVE EDUCATION ASSOCIATION (1997 – 2000)

- Chairman, Employer Relations, 1998
- Conference 2000 Organizational Committee Member

PRIME FOR LIFE! (2000 – 2005)

- Facilitated educational programming with college students focused on the recognition of high-risk behavior and the development of low-risk behavior in regards to alcohol consumption.
- Facilitated this program for students at: Texas Tech University, George Washington University, Kennesaw State University, The University of Georgia, Illinois Institute of Technology, University of Houston and Southwest Texas State University.

UNITED WAY OF WICHITA FALLS (2000 – 2002)

- Member of Community Allocations committee.
- Visited regional United Way Partner Agencies to assess future needs and evaluate organizational strengths.
- Provided consultation to area partners to increase organizational effectiveness.

PATSY’S HOUSE OF WICHITA FALLS (2002)

- Member of Board of Directors
- Recruited to develop and implement and organizational strategic planning initiative.

LEADERSHIP & VOLUNTEER EXPERIENCE

TEXAS TECH UNIVERSITY

- Rawls College of Business Faculty Committee Appointment – Student/Employer Relations
- Ethical Leadership Conference Strategic Planning Committee – Chair
- Chief Executives Roundtable
- United Way Committee Co-Chair – Rawls College.
- Rawls Graduate Association – Advisor
- Rawls College Dallas Alumni Breakfast Committee
- Alumni Reception Committee – Permian Basin, San Antonio & Houston

MIDWESTERN STATE UNIVERSITY

- College of Business Advisory Committee
- Inauguration Committee, Chairman (Logistics)
- Enrollment Management Council Member
- J.O.L.T. (*Join our Leadership Team*) Facilitator
- Co-Chair, United Way Campus Campaign

THE UNIVERSITY OF TOLEDO, COLLEGE OF ENGINEERING

- Recipient of the 2005 Edward Schmidt Young Alumni of the Year Award
- University of Toledo, College of Education Advisory Committee
- Strategic Planning Committee, College of Engineering
- Recruitment & Retention Committee Member
- Rocket Recruiter – Athletic Recruiting Program

PUSH AMERICA NATIONAL PHILANTHROPY

- Gear-Up Florida Team Cyclist (2004 & 2005)
- Raised over \$14,000 for grant donations
- Participated in various projects to benefit children and adults with special needs.

OTHER LEADERSHIP & VOLUNTEER EXPERIENCE

- Leadership Wichita Falls – 2001
- Phi Kappa Sigma – Chapter Advisor, 2001
- Alpha Phi Alpha – Academic Advisor, 2001
- Covey Leadership Training Participant
- Toledo Jaycee's "*Twenty Under Forty*"
- Cooper Tire Engineering Leadership Camp
- Omicron Delta Kappa Advisor (1998 - 2000)
- Order of Omega
- UT Inter-Fraternity Council President – 1994
- UT Student Union Board President – 1995
- ΠΚΦ, Beta Iota Chapter President – 1993
- Madison (Ohio) Local Schools Strategic Planning Committee – 1988-1994
- UT Senior of the Year Award Finalist – 1995
- UT Greek Man of the Year Finalist – 1995

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