

## Professional Résumé

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### EDUCATION:

A. B., University of Pennsylvania, Liberal Arts/Classical Studies/English

M.A., University of Utah, Educational Administration, English

Ph. D., Arizona State University, Educational Administration

### OTHER TRAINING / SKILLS / EXPERIENCE:

- Completed Course Work for MBA for Executives Program at Arizona State University
- Numerous professional conferences in Administration and Human Resources
- Expert computer skills with microcomputer and mainframe systems and programs, including HRIS systems
- Technical writing and documentation
- Teaching and public presentation experience
- Adjunct faculty for 25 years at UAA in English, particularly Technical Writing (*presently teaching*)

### EMPLOYMENT HISTORY:

#### **2008-Present: *Self-employed and Adjunct Faculty, University of Alaska Anchorage***

- Developed web sites and training manuals as independent contractor
- Taught Technical Writing Classes at university level

#### **2007-2008: *Church Mission / Adjunct Faculty, BYU-Hawaii, Vaiola College, Savaii, Samoa***

- Served on Church Mission teaching college credit education and English classes to certify Samoan teachers
- Also taught English to high school seniors and adults

#### **2001-2006: *Human Resources Manager, Cook Inlet Housing Authority***

- Served as a one person human resource department for a non-profit corporation
- Administered all aspects of human resources: recruitment and hiring, personnel matters, benefits, systems, employee relations and counseling, training, etc.
- Developed the human resources function; wrote personnel policies and procedures
- Created training classes and activities
- Developed a database system linking non-confidential personnel data, forms and other information to other organizational systems

#### **1999-2000: *Vice President, Corporate Education, Alaska USA Federal Credit Union – 18 month project***

- Developed and established a Corporate University with over 300 classes, including classroom, technological, and on-line training

#### **1994 - 1998: *Director of Contract Administration/Benefits, Anchorage School District***

- Served in a newly created position previously filled by two people
- Served as District Labor Relations representative working with five bargaining groups
- Negotiated collective bargaining agreements with unions and associations
- Handled employee discipline and employee grievances
- Worked with all levels of labor relations activities, including arbitration
- Managed the School District's Benefits Programs, including health insurance, life insurance and workers' compensation

**1985 - 1994: *Executive Director of Personnel*, Anchorage School District**

- Served as the chief personnel officer for the District; Superintendent's leadership team
- Directed all personnel functions, both certificated and classified, for a District of 48,000 students, 100 schools, 4,900 regular employees, and 4,000 temporary employees
- Carried out contract compliance for eight employee bargaining units and Exempt employees
- Represented the District in collective bargaining of several major employee contracts
- Directed an office staff of sixteen employees, working in the following areas:
  - ♦Personnel Administration   ♦Staffing and Temporary Services
  - ♦Compensation   ♦Systems and Planning, including HRIS
- Established and implemented a new employee screening/interviewing/selection process for the District, thereby improving the quality of the District Work Force
- Implemented state-of-the art microcomputer systems to provide greater efficiency, allowing improved services to employees
- Planned, developed, and implemented a new personnel/payroll computer system
- Published surveys, reports, directories, and other personnel related information
- Directed and implemented long-range and strategic planning for the entire District

**1984 - 1985: *Principal Consultant*, Management, Education, and Computing Consulting for Alaska**

- Initiated and developed private consulting company
- Contracted with:
  - ♦Anchorage School District: computer systems development for Budget Office, Accounting Office, Personnel Office, and Labor Relations Office
  - ♦University of Alaska: systems development/analysis with purchased software packages for management information systems, including HRIS

**1978 - 1984: *Dean of Administrative and Student Services*, Phoenix College**

- Served as the college manager for the total general operation of the college
- Served as Acting President for one year in the absence of the President
- Supervised all systems and operations of the college, except direct curriculum and instruction
- Directed, initiated, and facilitated nearly every significant college activity, involving both external and internal components, including faculty, students, staff, and the public
- Integrated college and student services and activities into the total program of the college in terms of academic support
- Coordinated the publication of the college catalog and class schedule
- Supervised and managed the following general areas for a college of 15,000 students, with a full time faculty of 200 and a part-time faculty of 500:
  - ♦*Budget and Finance:*
    - Developed and administered a budget calendar in cooperation with other administrators and with the involvement of college faculty and staff; approved and processed all expenditures
    - Administered all aspects of the college budget: operational, revenue, capital, buildings/grounds
  - ♦*Facilities Management/Capital Construction:*
    - Developed and implemented policies and procedures for the maintenance and operation of the physical facilities and grounds
    - Served as the college representative working with outside agencies which provided services and utilities to the college
    - Developed and implemented policies and procedures for the scheduling of college facilities by college personnel and the community
    - Coordinated the construction of several major buildings, working with architects, construction companies and project managers, including: a Science/Nursing Building, a Business/Language Arts Building, a gymnasium, a Dental Hygiene Building, a Theater/Fine Arts Building, a Music Building, and an Allied Health Sciences Building

-Coordinated the remodeling of several facilities, including a Student Center, Library, Electronics/Drafting Building, Social Sciences Building, and Administrative Center

♦*Personnel:*

- Monitored and processed all personnel actions
- Recommended to the President the establishment and filling of all faculty and staff positions
- Established and maintained record systems on all personnel activities
- Worked with employee compensation analyses with private contractor to analyze and evaluate all positions; managed the compensation system; handled grievance and discipline cases

♦*Admissions and Records:*

- Prepared and administered policies and procedures for admissions and registration of all class sessions
- Assumed general responsibility for all admissions and records functions

♦*Student Services and Activities:*

- Administered the total student services and activities program for the college, including:  
(1) programming for student services and activities, (2) revenue budgets, (3) financial aid,  
(4) veterans' services, (5) security, (6) food services, (7) bookstore services

**1977 - 1978: *Dean of Student Services*, University of Alaska Southeast (one year administrative exchange)**

- Continued the development and implementation of new student services as well as integrating existing services into a comprehensive program
- Supervised the following student services and activities: admissions and records, financial aid, testing, counseling, orientation, academic advising, student activities, student recruitment and placement
- Coordinated efforts for student services for several campuses over three hundred miles apart

**1974 – 1977 and 1968 - 1973: *Dean of Admissions and Records*, Phoenix College**

- Supervised all functions of admissions, records, and evaluation for the college; directed Admissions and Records staff of twenty employees
- Improved and streamlined registration and record handling procedures as enrollment increased from 9,500 to 15,000 students
- Coordinated and prepared the public of the college class schedule with twenty-five department heads for over 2,000 day and evening classes; scheduled room and facilities assignments
- Developed improved admissions and selection procedures for five allied health programs
- Coordinated with Data Processing Division in improving and developed comprehensive data processing services and reports
- Directed research and grant writing efforts on student data for institution and state/federal purposes
- Served on Dean's Council (one of four operational officers reporting to the President)

**1973 – 1974: *Dean of Instruction*, Phoenix College**

- Supervised all instructional and service/support certificated personnel; worked with department heads; served as administrative representative to all faculty committees
- Coordinated day and evening instructional programs, in cooperation with the Assistant Dean of the Evening Division
- Chaired college curriculum committee, which reviewed new curriculums and new courses, as well as changes and revisions
- Evaluated provisional instructors for retention and worked with department heads on procedures for evaluation and improvement of instruction
- Supervised the Coordinator of Vocational Education and served on advisory committees for occupational programs

***Other Related College Administrative Experience:***

- Chair, Arizona Higher Education Coordinating Council, which developed articulation and transfer policies between Arizona's twenty community colleges, and high school districts
- Chair, Arizona High School-College Relations Council

***Teaching Experience:***

- 25 years as Adjunct Faculty Member in English and Technical Writing, University of Alaska Anchorage
- 15 years as Adjunct Faculty in English/History/Philosophy, Phoenix College
- 4 years as Adjunct Faculty in Educational Administration, Arizona State University and Nova University
- 6 years High School Teaching Experience in Arizona and Utah

***References:*** Forwarded upon request