ANDREA C. DIXON

WORK ADDRESS

Grambling State University
403 Main St.
Campus Box 4214
Grambling, LA 71245
(318) 274-6136
dixona@gram.edu

PERSONAL ADDRESS

P.O. Box 2256 Ruston, LA 71273 (318) 254-5411 adixon39096@gmail.com

PROFESSIONAL OBJECTIVE

To build a career in which my academic, business and international acumen will increase awareness, stimulate institutional growth, and support organizational goals.

EDUCATION

Master of Business Administration

Major: Management; Additional classes in Political Science Dept.

2000-2002 Kansas State University Manhattan, KS

Bachelor of Science in Business Administration

Majors: Marketing and Computer Information Systems 1994-2000 Grambling State University

Grambling, LA

TEACHING/WORK EXPERIENCE

GRAMBLING STATE UNIVERSITY, Grambling, LA Aug. 2008-Present & Aug. 2006-May 2007 *Instructor of Management*

- Advance the student learning process via instruction and experiences
- Serve as a mentor and promote interest in business-related careers and entrepreneurial ventures
- Contribute to committees and manage central projects for the university and college

ALCORN STATE UNIVERSITY, Lorman, MS Aug. 2007-June 2008 & Jan. 2004-May 2006 Instructor of Marketing & Management

- Provided quality education to students via instruction and experiences
- Served as a mentor and promoted interest in business-related careers
- Rendered professional service to the institution as an employee, a liaison and a community citizen

LOUISIANA TECH UNIVERSITY, Ruston, LA

March 2007-June 2007

Research Associate

- Interviewed businesses for Technology Opportunity Profile (TOP) of the Northeast LA I-20 corridor
- Collected data via Internet searches
- Aided in the presentation of final deliverables: PPT and Website for Enterprise Resource Center

KANSAS STATE UNIVERSITY, Manhattan, KS

Spring 2002

Division of Continuing Education Practicum Team Member

- Conducted a study to identify potential markets for the system that powers
 K-State Online
- Examined the content delivery system and evaluated the feasibility of marketing it to other colleges, universities, and outside organizations
- Utilized brainstorming sessions, internal interviews, external interviews, and secondary research to perform the analysis and make recommendations

OFFICE OF THE VICE PRESIDENT, Washington, DC

Summer 2000

Community Empowerment Board Intern

- Assisted in the creation of economic opportunities and sustainable development for rural and urban empowerment zones
- Coordinated department operations for Community Empowerment Board National Conference
- Aided in the preparation of policy briefings and memoranda for the Vice President

GILLETTE USA, Boston, MA

Summer 1999

Business Communications Intern

- Created and implemented marketing promotion for Target's Gillette VIP Night that yielded over \$100,000 in a three-hour sales event
- Assisted in the development of a sales force newsletter and web page
- Coordinated Health and Beauty Care organizational charts

NORTHEAST LA DELTA COMMUNITY DEV. CORP., Grambling, LA

Fall 1998

Marketing Assistant

- Assisted in the development of a business incubator for local businesses
- Established and expanded employment and career opportunities for a local area
- Strengthened overall business plan and increased marketing presence

COURSES TAUGHT

- Business Communications
- Consumer Behavior (online)
- Entrepreneurship
- First Year Experience
- Fundamentals of Business
- Human Resources
- International Business

- Marketing Management
- Marketing Research
- Operations Management
- Organizational Behavior
- Principles of Management
- Principles of Marketing
- Strategic Management (online)

MANAGEMENT/MARKETING SKILLS

- Conduct marketing research
- Analyze industry competitors
- Create marketing promotions
- Perform product feasibility study
- Organize conferences
- Design and implement career development sessions

- Plan Open House special events
- Focus media attention
- Host property promotional events
- Generate recruitment materials and newsletters

INTERNATIONAL EXPERIENCE

- Selected to study abroad in Geelong, Australia at Deakin Univ. for Spring 2003 semester; Could not attend the semester-long program or accept the local internship due to lack of funding
- Selected to study abroad in Asolo, Italy with Consortium for International Master's in Business Administration (CIMBA) for Summer 2002; Completed a 4-week session taking classes such as International Marketing and Management
- Chose to study abroad in South Africa with Kansas State Univ. for Summer 2001; Completed a 2-week voyage around the country studying the heritage and psychology of the areas visited
- Selected to study abroad in Cape Town, South Africa with Lexia for Spring 2000; Completed a 4-month schooling period at the University of the Western Cape while living with a host family
- Selected to study abroad in Bakau, The Gambia with Austin Peay Univ. for Summer 1998; Completed a 5week experience learning from the local residents and participating in government/community events

SCHOLARLY CONTRIBUTIONS

PROCEEDING

Nwoha, O.J., and A. C. Dixon. "Factors Determining the Location of Technology Based Businesses in Northern Louisiana"

Annual Academic Conference of the Society of Business, Industry, and Economics. April 2008, San Destin, FL

ARTICLE

"Communication skills, Confidence vital" Clarion Ledger's Mississippi Women in Business Issue. October 2004, Jackson, MS

PUBLICATION

"Computer Proficiency Among The University of the Western Cape Students"
Olu Olu Institute Consortium for Teaching and Learning Business 2000 International Conference.
September 2000, Shreveport, LA

RESEARCH INTERESTS

Consumer Behavior, International Business

GRANT WRITING ACTIVITIES

Assisted Dr. Donna Williams on Student Retention Grant	2010-2011
Assisted Dr. Rory Bedford on H1N1 Prevention Grant	2009-2010

UNIVERSITY SERVICE

National Urban League Black Executive Exchange Program (BEEP) Campus Liaison	2006-Current
Career Planning and Placement Aide	2008-Current
ACT 15 Retention Program	2008-2009
Faculty Appreciation Banquet Committee	2005-2006

COLLEGE OF BUSINESS SERVICE

Committees/Projects

Student Affairs Committee	2010-Current
Admissions and Retention Committee	2010-Current
Intellectual Contributions Committee	2011-2013
Dell Partnership Project	2010-2011
Library Committee	2009-2013
Faculty Search Committee	2009-2013
High School Day Recruitment Events	2006-2013
Alumni Homecoming Breakfast Committee	2006-2007 & 2009-2010
New Student Orientation Committee	2006-2007
MBA Forum Project	2006

Student Organization Involvement

Faculty Rep for Lady Softball Team	2011-Current
American Marketing Association (AMA) Advisor	2008-Current
Tabasco Internship Part-time Advisor	2008-Current
Phi Beta Lambda International Business Fraternity (PBL) Part-time Advisor	2008-Current
Delta Sigma Theta Sorority, Inc. Advisory Council Member	2008-2012
National Association of Black Accountants (NABA) Part-time Advisor	2008-2013
Faculty Rep for Lady Tigers Volleyball Team	2006-Current

Delta Mu Delta Business Administration International Honor Society Advisor 2004-2006 & 2007-2009

PROFESSIONAL AFFILIATIONS

American Marketing Association (Member)

HONORS/ACHIEVEMENTS