

VITA

Jean Lai Hing
248 Latigo Loop
Huntsville, AL 35806

Hired: July 2008
Appointed Assistant Professor: July 2008

EDUCATION

2001 Master of Science Degree, Florida Institute of Technology
Major: Management

1996 Bachelor of Science Degree, Oakwood College
Major: Organizational Management

PROFESSIONAL EXPERIENCE

2008 B Present Assistant Professor, Business and Information Systems Department,
Oakwood University

1996 - 2008 Program Coordinator, Academic Affairs Office, Oakwood University
Responsibilities include: Coordinate all travel for Vice President and
Assistant Vice President. Assist with the preparation of federal
reports, and accreditation site visits for various departments at
Oakwood University. Maintain financial records and reports,
reconcile figures on federal grants. Assist in arranging annual
Institutional Effectiveness Meeting. Monitor travel reports for
Academic Affairs Division. Prepare Commencement Program;
organize and coordinate commencement events. Monitor budget
and salary for part-time faculty and full-time faculty overloads.
Share supervisory responsibilities of student workers. Assist as a
troubleshooter during registration.

1992 - 1996 Title III Secretary to the Vice President for Academic Affairs Division
Responsibilities include: Maintained records of bills and verification
reports. Instituted all phases of office procedures. Coordinated all
travel and scheduled appointments for Vice President for Academic
Affairs.

1989 - 1992 Title III Secretary for the Business and Information Systems
Department, Oakwood College.
Responsibilities included: Typed all reports for federal grant.
Scheduled appointments for Department Chair.

Assisted other department secretaries with their reports and maintenance of their financial records.

TEACHING EXPERIENCE (within 5 years)

2011 - 2012 BA 487: Negotiations
2009 - Present BA 383: Human Resource Management
2008 – Present BA 310: Principles of Management
2008 – Present BA 302 - 01-04: Business Communication
2001 - 2007 OC 101: Freshmen Orientation Seminar

SERVICE TO THE UNIVERSITY and DEPARTMENT

1993 – 2008 Commencement Committee: Program preparation, organization and coordination of commencement events
2009 – 2010 Co-Sponsor Students in Free Enterprise (SIFE) Club
2010 – Present Internship Coordinator
2010 – 2011 Member: Animal Care and Use Policy Oakwood University
2010 – 2012 Member: Retention Committee
2011 – Spring 2015 Member: Advising Committee
2011 – Present Faculty Development Committee
2012 – Spring 2015 Partnership Committee
2013 – Present Program Coordinator – Leap
Spring 2014 - Present Management Committee
Fall 2015 – Present ACBSP Committee
Fall 2015 – Present Co-Sponsor for Phi Beta Lambda Club
Fall 2016 – Spring 2017 Library Services Committee
Spring 2017 – Present Faculty advisor for Delta Mu Delta
July 11 -13, 2017 Attended and presented at the 10th Biennial SDA Business Teachers Conference