

Gilda Nidia Lehman

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Education:

MBA, California State University, Fresno - December, 2005
BS, Linguistics and Minor in Business Administration
California State University, Fresno – May, 2000

Summary:

Knowledge of California State University hiring practices, policy and procedures.
Develop and implemented hiring plan for division/programs.
Manage budget and planning at Vice President, departmental and program levels.
Establish organizational long-range planning goals and objectives.
Hire and supervise staff and students.
Conduct research and statistical analysis.
Organize various fundraising, orientation workshops and outreach program events.
Interpret, revise, and implement university rules, regulations, policies and procedures.
Counsel, recruit, and work on student retention seeking higher education.
Create efficient methods in student recruitment and retention processes.
Instrumental in co-creating and launching a successful Executive MBA program that yields \$1 million in revenue annually.
Strong computer and database background skills.
Adjunct Professor- Organizational Behavior, Marketing, Business Communication.
Serve on various university boards: CLASE- Title V, etc., that promote education
Coordinate, culminating experience projects with various San Joaquin companies.
Establish excellent working relationships with: individuals from diverse ethnic cultures and socio-economic background and with various companies in our San Joaquin Valley.

Experience:

California State University, Fresno
Fresno, California

Admin. Analyst/Specialist (10/98-Present)
Program Coordinator/Advisor

Craig School of Business
Graduate Business Programs

- Manage State and Foundation (discretionary) budget accounts.
- Develop, implement, and oversee fiscal operations activities for graduate programs.
- Supervise, recruit, evaluate and hire personnel staff and students.
- Recommend and establish comprehensive long-range planning on divisional strategies for meeting goals and objectives related to operating objectives, assessing operational performance, and charting course for program goals and objectives.
- Formulate effective and efficient procedures and functions for the program.
- Implement improvements for development, recruitment and retention processes.
- Create databases for tracking and monitoring projects and budget.
- Interpret, revise, and implement university rules, regulations, policies and procedures.
- Evaluate student records for admissions/denials in to program, classified and advance them for placement of culminating experience projects.
- Chart, counsel, and advise students in academic and financial decisions making and monitor each student's course selection progress while in programs.
- (Admin. Analyst/Specialist, Program Coordinator/Advisor continue)

- Establish strong ties as the liaison between the university, state, local officials, various community organizations, and companies throughout the San Joaquin Valley.
- Raise funds that continually subsidize the Graduate Program's budget allocation.

Experience: *Adjunct Professor/Lecturer*

Adjunct Professor/Lecturer (2014-present) *Fresno Pacific University - Business*

- **Organizational Behavior** - Develop in students a comprehensive understanding of organization diagnosis and interventions of an open system perspectives. Identify different forms of structures used by organizations, prepare students to analyze culture, recognize the need for change and its effects in organizations, prepare students to compose written material related to the micro understanding of structure, culture, power dynamics and change.
- **Marketing-** Develop in students the understanding of major marketing methods and practices: product, price, promotion and physical distribution with an emphasis on building student skill(s) in real-world marketing decision making, problem solving, communication, market research, and case study analysis.

Adjunct Professor /Lecturer (2006-present) *CSU, Fresno -Finance and Business Law*

- **Business Communications-**Prepare lesson plans/PowerPoint presentations/assignments/tests.
- Develop in students an appreciation and understanding of the importance of effective business communication. Cover fundamentals of communication theory, strategies for effective written and oral communication.

Professor /Lecturer- PT (2007-2008) *Fresno City College - Business*

- **Intro to Business** -Prepared lesson plans/PowerPoint presentations/assignments/tests
- Developed in students an appreciation and understanding of the importance of business. Covered fundamentals of communication theory, strategies for effective written and oral communication, world economics, human resource management, customer relations, developing and pricing products, using effective promotional marketing techniques, understanding financial information and accounting, financial management and security markets.

**Distance Learning Development *Academic Innovation Center*
Coordinator (12/97 – 10/98)**

- Liaison between California State University, Fresno and the College of the Sequoias Center (COS); West Hills College/Coalinga; West Hills/Lemoore; Oakhurst Center; Madera Center, Clovis Center/SCCD and CSU, Bakersfield.
- Researched, analyzed and made recommendations for creation of Memorandum of Understanding (MOUs) governing CSU policy and procedures in line with distance learning programs.
- Generated reports relative to distance learning programs development.
- Monitored student curriculum needs in order to provide understanding of academic needs.
- Prepared program analysis of function and operations and identified the COS center's needs for enhancing the center.