

ARMANDO J. POLEO, D.BA, MBA

3892 Heron Ridge Lane, Weston, Florida 33331

ajpoleo@ajpoleo.com • <http://ajpoleo-public.sharepoint.com/>

SUMMARY

A Passionate academic and business researcher, chairperson, and docent, facilitating and coaching academic programs at globally (AACSB/ACBSP) accredited Business Schools and Universities. A high-performing team leader, visionary decision maker, with over twenty-nine years combined experience in Project Management (25+), Operation Management (10+), Management Information Systems (20+) and Education Management (9+).

A comprehensive knowledge assessing, designing, implementing, and administrating end to end multilingual learning management system (LMS); instructional design, develop, implementation, assessment of both e-Learning blended/full online for higher education and corporate training.

A collaborative leader and flexible negotiator, accustomed to interaction with cross-cultural projects and C-level stakeholders under fast-paced competitive environments. Leading innovative changes with strong interpersonal communication skills. US citizen. Enterprise Resource Planning (ERP) knowledge monitoring advanced in-house manufacturing, supply-chain, distribution, and financial systems.

PROFESSIONAL EXPERIENCE

Miami Dade College (MDC), Miami, FL **07/2017-present**
Adjunct Faculty – BAS Supervision and Management Programs - School of Business InterAmerican Campus (Blended)

City College, Fort Lauderdale, FL **05/2017-present**
Adjunct Faculty – BS Project Management Program (Blended)

University of Fort Lauderdale (UFL), Fort Lauderdale, FL **04/2017-present**
Adjunct Faculty – Graduate Programs – BUS 540 World Economics; BUS 240 Macroeconomics. BUS 220 Microeconomics (Blended)

Instructional Connections LLC., Dallas, TX **05/2015-present**
Coordinating Coach / Teacher Assistant/ Facilitator Online programs at U.S Public Universities & Colleges.

- **University of Texas** (*Permian-Basin* - 2015-17): MGMT 6320 Prod & Operation Mgmt., MNGT-6366 Strategic Mgmt.; MNGT 6303 Analytical Models for Decision Making; MNGT-6360 Organizational Behavior; MNGT-ITEC 3307 Project Management; ITEC 3380 Managing Technology; MNGT 4380 Total Quality Mgmt.; MNGT 3330 Organizational Behaviors, MNGT 3340 Prod Operations Mgmt.
- **Montclair State University** (2017) INFO 562 Management Science in Business.
- **University of Delaware** (2017): BUAD 880 Marketing Management.
- **University of Tennessee** (*Chattanooga* - 2015-17): PMBA 5830 Prod Operations Management.
- **Louisiana State University** (*Shreveport/ Alexandria* - 2015-17): MGMT 4240 Multinational Mgmt.; MADM 720 Leadership Communication; MADM 701 Org. Behaviors; MNGT 3200 Principles of Mgmt.; MKTG 4443 International Marketing. MNGT 6360 Org. Behavior; ACCCT 2001 Financial Accounting; ECON 2010 Prin. Macroeconomics; ECON 2020 Prin. Microeconomics; ECON 3035 Money and Banking; MKTG 3401 Prin. Of Marketing;
- **Temple University** (2016): MSOM 5001 Operations Management.
- **Boise University** (2016): BUSMBA 550 Operations and Supply Chain Management.

University Educare LLC, (Owner) Weston, FL **07/2012-12/2015**
Education Management Consultant /Senior IS Project Management

- *High-Ed Consulting Services*: Conducts assessment, instructional design, develop and implementation of both e-Learning blended/full online and Instructor-led undergraduate and graduate courses at U.S and LATAM Universities.
- *Corporate Training Consulting Services*: Design end to end implementation of blended/online multilingual LMS and eLearning solutions for U.S and LATAM Corporate clients (Moodle, Canvas, Blackboard, Adobe and TechSmith).

APWeston Technology Inc., (Owner) Weston, FL **05/2004–07/2012**
Information Systems Senior Project Manager.

- *Consulting Services*: End to end custom manufacturing application/projects implementation (SDLC/DMAIC) include user's training. Performed extensive computer forensic on MS Exchange and File Servers.

Millennia Atlantic University, Doral, FL

10/2010-06/2012

Chair/Director of Academic Programs

- Responsible for Faculty recruitment, development, retention, and advanced training.
- Managed strategic implementation plan. Managed reporting for ACICS accreditation assessments reports.
- Conducts faculty meetings & Managed Campus/Online operations, oversee scheduling and programming of classes.
- Overseas hiring, selection, training, and evaluation of Faculty performance and student support staff.
- Lead, support, and evaluate instructional design initiatives and student assessment.
- Evaluate students' retention, persistence, competitiveness. Manages & mediate conflict.
- Developed, and implemented end to end eLearning solutions based on Moodle LMS (eCampus – Portal Online).
- Conducts faculty development workshops and directs learning/eLearning programs for staff.
- Interact with students as a counselor. Maintains high educational standards to ensure accrediting requirements.

Adjunct Faculty;

Teaches undergrad and graduate courses in campus, blended/ full online: CIS102 & CIS202 Management Information System; MGT350 Project Management; FIN 420 Public Finance; ECO 303 Money & Banking; ACC360: Cost Accounting; ACC230: Financial Accounting; MKG101: Introduction to Marketing; MKG106: Advertising; MGT530: Operations Mgmt.; MGT520 Organization and Leadership; MGT510 Strategic Mgmt.; FIN510 Finance; FIN 530 Portfolio Mgmt.

Point Blank Solutions Inc., Pompano Beach, FL

10/2008-11/2009

Application Development Manager

- Conducted several in-house and commercial end-to-end manufacturing and financial application implementations (SDLC/DMAIC) that included business process, network analysis, users' testing, and training.

ABC Distributing Inc., North Miami, FL / Bannockburn, IL

08/1997-11/2006

IT/IS Senior Project Manager

- Conducted a 20 yrs., historical data conversion. Integrated 4,500 employees from ADP-Kronos to Ceridian HCM.
- Managed end-to-end 185 IT projects: 132 Finance projects, 26 Human Resources, and 12 Lean Six Sigma projects.

EDUCATION

Argosy University (ACBSP)

Sarasota, FL

- Doctor of Business Administration (D.BA). Concentration on International Business. (GPA 4.0)

University of Scranton (AACSB)

Scranton, PA

- Master of Business Administration (MBA) w/double concentration: Enterprise Resource Planning [ERP] and Operations Management [OPM]. (GPA 3.86)

Purdue University (NCATE)

Lafayette, IN

- Master of Science in Education (Learning Design & Technology) in progress (GPA 3.86)

University of Phoenix (ACBSP)

Phoenix, AZ

- Bachelor of Science in Business Administration (BSBA). (GPA 3.79)

Universidad Complutense de Madrid

Madrid, Spain

- Bachelor (Diplomado Superior) in Criminology

PROFESSIONAL CERTIFICATIONS

- Professional Certificate in Project Management: Florida Atlantic University (AACSB) **Boca Raton, FL**
- Professional Certificate in Lean Six Sigma Green Belt: Florida Atlantic University (AACSB) **Boca Raton, FL**
- Professional Certificate in Enterprise Resource Planning (ERP): University of Scranton (AACSB) **Scranton, PA**

PROFESSIONAL ASSOCIATIONS:

PMI, IIBA, AAUP, IEEE, ISACA, SMS, INFRAGARD, NSTA, AIS, ACM, CSTA

TECHNICAL SKILLS & KNOWLEDGE:

- MS Project 2016
- Windows 7, 8, 10
- Oracle Database 11
- SPSS 16
- Open Project
- Windows Server 2013
- HTML5/CSS3/MS .Net
- NVivo 10 - EndNote
- Microsoft Office Pro 2016 and 365
- MS SQL Business Intelligence 2014
- Adobe Captivate 8 – Presenter 10
- Moodle 3.x, Blackboard 9.x, Canvas
- MS Visio 2016
- MySQL 5.7
- RoboHelp 11
- SAP ERP 6.0