

QUALIFICATIONS PROFILE

Highly educated and experienced Higher Education professional and instructor with a passion for teaching, dedicated academic advisor, expertise in curriculum development, supporting students' growth, strong business acumen, and excellent skills teaching wide range of Business and Informational technology courses including Accounting, Business Statistics, Strategic Management, Organizational Behavior, Accounting, Microsoft Office and other Computer Software applications. Ability to establish professional and productive relationships with students, faculty, and staff. Committed to implementing the highest standards of instruction in helping each student achieve academic success. Excellent ability to communicate with excellent speaking, writing, conducting research and data analysis. Adept at preparing hybrid (online and traditional classroom) lesson plans that focus on global issues, students needs and practical learning. Experience in lesson planning, lectures preparation, presentation, classroom management, students' evaluation, and standard college-level grading systems. Proficiency in utilizing classroom technology and applications (Blackboard, D2L, Moodle, YouTube, Canvas,) to offer collaborative learning.

Knowledge | Skills | Abilities

- ◆ Over 10 years of Teaching Experience, including teaching at the Community College and Graduate School levels with a demonstrated commitment to diversity, and teaching students (traditional & adult learners) from diverse cultural backgrounds.
- ◆ Over 10 years of Professional Corporate experience as an Accountant, Strategic Sourcing & Procurement Manager & Banker, Tax Auditor with advance utilization of applications: Microsoft Office, Financial, Statistical & Procurement Applications.
- ◆ Professional experience working in industries: Healthcare, Retail, Banking, Food, Education, Government and Manufacturing.
- ◆ Excellent experience in developing and executing policy and strategy for student development and academic advising.
- ◆ Diversified knowledge and understanding of curriculum requirements for college students in different programs.
- ◆ Experience teaching a wide range of Business and Informational technology courses including Accounting, Business Statistics, Strategic Management, Organizational Behavior, Accounting, Microsoft Office, and other Computer Software applications.
- ◆ Adept in designing learning opportunities that promote student life skills and disciplined learning.
- ◆ Able to create course syllabus, plan lessons, activities, document, monitor student progress, and grade performance.
- ◆ Established experience in classroom management, students' performance evaluation, and classroom technology utilization.

EDUCATIONAL CREDENTIALS

- ◆ University of North Dakota, Grand Forks, North Dakota
 - **PhD in Higher Education** (Final Year – Drafting Dissertation)
Topic: *The Motivation, Expectation, Experience, Challenges and Success factors of West African Immigrant Adult Learners in Community Colleges in Minnesota.*
- ◆ Saint Mary's University of Minnesota, Minneapolis, Minnesota
 - **Master of Business Administration, M.B.A.– Finance**
 - **Master of Science, MSc.** Project Management
 - **Master of Arts, MA.** Educational Leadership
- ◆ University of Minnesota, Minneapolis, Minnesota
 - **Bachelor of Science –BSc.** Business & Marketing
- ◆ University of Liberia, Monrovia, Liberia
 - **Bachelor of Business Administration–BBA., Accounting**
- ◆ **Certificate – Intermediate Online Teaching (Saint Mary's University of Minnesota) – Nov, 2020**
 - Online course design, and pedagogies including active learning, student engagement, assessment, and educational technologies.

TECHNICAL SKILLS & AREAS OF EXPERTISE

- ◆ Lesson Planning and Evaluation
- ◆ Classroom Mgmt./Online Teaching
- ◆ Blackboard/D2L Teaching Software
- ◆ Advanced Word/Excel/PowerPoint
- ◆ Classroom Technology Integration
- ◆ Student Counselling/Advice
- ◆ Research and Data Analysis
- ◆ Curriculum/Syllabus Development
- ◆ Presentation & Training

COURSES TAUGHT

- ◆ Microsoft Office Applications
- ◆ Marketing & eMarketing/eCommerce
- ◆ Organizational Behavior
- ◆ Strategic/Supervisory Management
- ◆ Principles of Accounting I&II
- ◆ Project Management/Microsoft Project
- ◆ Finance & Accounting Concepts
- ◆ Business Statistics
- ◆ Foundation of Mathematics
- ◆ Human Resource / Employment Law
- ◆ QuickBooks/Computerized Accounting
- ◆ Taxation -Individual/Small Business Tax

TEACHING & ADVISING EXPERIENCE

Faculty - North Hennepin Community College - Minneapolis, MN **Jan, 2018 - present**

Instructor (Courses): * Computerized Accounting with QuickBooks* Business Computer Systems/Word Processing

* Accounting/Small Business Income Taxes * Computer & Keyboarding Essentials

* Business Communications & Technology * Project Management Software Tools/eCommerce

- ◆ Prepares instructional materials and teach wide range of courses including Microsoft Office Applications (Microsoft Word, Excel, PowerPoint, Access, Outlook, Microsoft Project) and other Office Systems Applications
- ◆ Prepares course syllabi and deliver lessons to students through different medium (traditional classroom, completely online, hybrid) effectively utilizing D2L, Cengage MindTap and other teaching platforms.
- ◆ Access students' performance and outcome by providing timely feedback depicting students' academic progress
- ◆ Planned, teach course material by providing lectures and demonstrations according to course content
- ◆ Present course lessons and assess student performance by administering, scoring, and interpreting results for courses.
- ◆ Offer higher-level learning to provide students with the ability to understand course topics and develop related skills.
- ◆ Ensured syllabus materials are covered, course content and materials are delivered using hybrid methodology.
- ◆ Collaborated with other faculty to create multi-media curriculum for both traditional classroom and online lessons.
- ◆ Participate in departmental, collaborating with other instructors about advancing course structure and offering.

Saah J.D. Kpakar

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- ◆ Contribute to college mission and participating in fostering Diversity and Inclusion in and out of the classroom.

Adjunct Instructor - Saint Mary's University of Minnesota Minneapolis, MN Aug, 2017 – June, 2022

Instructor: Accounting & Finance Concepts, Business Statistics and other Business Program Courses

- ◆ Teach business courses in the Graduate program that including classroom management and presentation
- ◆ Develop syllabus, successfully execute lessons plan and manage classroom in accordance with University Policy
- ◆ Implement student attendance, assessment and evaluate students based on grading matrix and criteria.
- ◆ Execute effecting instructional strategies which include integrating classroom technology into lesson plans.
- ◆ Supervise and evaluate classroom discussion and test on Blackboard and other online application system

Teaching Fellow - Saint Mary's University of Minnesota Minneapolis, MN October, 2018 – Mar, 2019

- ◆ Participated in a 6-month Teaching Fellowship that provided training on a wide range of topics including: Teaching Foundation, Instructional Technology, Adult Learning, Grading and Evaluation, and Quality Academic Writing.
- ◆ Built Teaching foundations by defining teaching style and philosophy while exploring teaching excellence.
- ◆ Explored of instructional technologies while discovering the strengths technology bring to students learning experience.
- ◆ Examined and applied research-based strategies designed specifically for adult learners in higher education.
- ◆ Created rubrics and learned effective methods to evaluate, grade and provide evaluate feedback to student work

Adjunct Faculty (Globe University-Minnesota School of Business), Minneapolis, MN, Jan, 2015 – Jan, 2017

- ◆ **Instructor:** Strategic Management, Supervisory Management Organizational Behavior, Accounting, Economics, Human Resource, Employment Law, Microsoft Office Applications (Word/Excel/Access/PowerPoint)
- ◆ Planned lessons, lectures, and gave presentations using hybrid (traditional class & online) classroom environment.
- ◆ Developed course curriculum and implement teaching methodologies appropriate for specific course content.

Teaching Assistant (University of Liberia) Monrovia, Liberia, Jun, 2007-Dec, 2008

- ◆ Assisted in teaching Management of Information Systems, Marketing, and Business Management Courses.
- ◆ Developed strong relationships with students, supported and implemented the Instructor's curriculum.

Training Coordinator (Cheale Vocational Training Institute) Monrovia, Liberia Jan, 2005-Jun, 2007

Planned, coordinated, and conducted training and development program for both students and staff

- ◆ Managed school operations, finances, and successfully recruited staff and reported to the Board as necessary.
- ◆ Conducted on-the-job coaching, mentoring and other enhancement skills for staff.
- ◆ Taught Microsoft office software applications (Word, Excel, Access, PowerPoint, Outlook, etc.)

PRIVATE SECTOR & PROFESSIONAL EXPERIENCE

Senior Strategic Sourcing Manager – UNFI Eden Prairie, MN, Sept, 2021 – Aug, 2022

Manage Strategic Sourcing for Information Technology. Negotiate and Redline agreement managing over \$50 in annual information technology spend.

Vendor Portfolio Manager – UHG (United Healthcare Group) Eden Prairie, MN, Dec, 2018 – Sept, 2021

Manage IT & Healthcare Technology and Revenue Cycle Management Sourcing & Procurement vendors and processes Engage in Contract Drafting and Negotiation and managing Sourcing and Procurement Spend

IT Purchasing & Procurement Analyst - Saint Paul Public Schools Saint Paul, MN, Mar, 2018 – Oct, 2018

Developed a Vendor Management Program for over fifty (50) IT Vendors that provided a quarterly evaluation on Vendor Performance and established Key Performance Index metrics.

- Identify and screen Information about technology suppliers, negotiate favorable terms and conditions for Software, SaaS and Cloud agreement, SOW, drive improved supplier service levels and minimizing risk.

IT Procurement & Sourcing Specialist - Ecolab Saint Paul, Minnesota, Oct, 2016 – Mar, 2018

Partner in Sourcing and Procurement for IT Projects negotiate applicable T&Cs, Pricing, Discounts for Renewals

- ◆ Provide oversight on IT purchasing through Coupa Procure to Pay ERP Procurement system.
- ◆ Revitalize the Software Maintenance Renewal Program with focus increasing efficiency and process automation

Revenue Tax Auditor, *Minnesota Department of Revenue,* Saint Paul, Minnesota, April, 2016 – Oct, 2016

Performed independent, direct and indirect methods audits of individual income tax returns that have identified potential compliance issues and income tax nonfilter investigations individual with income from variety sources.

- Performed audit for non-filer, charitable contributions, business income, casualty loss, property sales and reconstruct taxpayer income through records maintained by the Internal Revenue Service (IRS) and MN DOR.

Financial Contracts Specialist, CA Technologies Inc., Bloomington, Minnesota Jan, 2013 - Mar, 2016

Responsible for drafting, creating and negotiating contracts with clients in support of software and services transactions.

- ◆ Drafted, reviewed and extensively negotiated software contracts from \$50K to \$35M for perpetual and subscription license, Software-as-a-Service (SaaS), and On-Premises contracts and license agreement.

Consultant (Compliance Analyst) *US Bank Home Mortgage,* Bloomington, Minnesota, May, 2012 - Jan, 2013

Ensured compliance with bank & regulatory policies or investment requirements and verified Loans documents.

- ◆ Generated Scorecards for portfolio managers and acted as liaison between clients and Compliance

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Consultant (Loan Servicing Specialist) Wells Fargo Bank, Eagan, Minnesota Mar, 2011 – May, 2012

Reviewed Deed of Trust, mortgage, security instruments and reconciled discrepancies in security instruments.

- ◆ Prepared assignments, obtained applicable signatures, analyzed assignments and substitutions of trustee.
- ◆ Reviewed modification documents against available database/modification worksheet.

Accountant, Walmart Superstore, Shakopee, Minnesota Jun, 2009-Mar, 2011

Prepared financial statements and maintained all records on payables, receivables, purchases and sales.

- ◆ Prepared sales projections, managed purchase report, inventory report and check disbursement.
- ◆ Reconciled cash, audited cashier registers, performed journal entries and prepared stores P&L report.

Consultant (Project Accountant), Liberia Agency Form Community Empowerment (LACE), Monrovia, Liberia Jan-Mar2009

Prepared financial reports, including comparatives between actual finances and forecasts.

- Trained local project staff to ensure consistency on accounting policies to ensure financial policy compliance
- ◆ Maintained accounts, performed journal entries (QuickBooks) and administered financial analysis on contracts.

CURRENT VOLUNTEER EXPERIENCE

Board Member & Project Manager Center of Immigrant Career Advancement (CICA) Jan, 2016 - present

- ◆ Serve on the board and Project Manager of CICA Mentoring for Success mentoring program.
- ◆ Advice on other programs directed at providing career development and leadership opportunities for skilled immigrants.

Volunteer Student Mentor -University of Minnesota (Carlson School of Management) Jan, 2016 - present

- ◆ Provide mentorship, advice and guidance to MBAs and Undergraduate students throughout the program.
- ◆ Provide mentorship and guidance to students in identifying and selecting career path.