

PATRICK D. SERVÉ

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OBJECTIVE

To fully utilize my extensive spreadsheet, management information systems, management, financial, audit, and consulting skills to facilitate the goals of the University of Dayton.

PROFESSIONAL SKILLS AND EXPERIENCE

Education and Information Technology

Lecturer, University of Dayton, Dayton, OH (August 2023 – present)

Adjunct Faculty, University of Dayton, Dayton, OH (August 2015 – August 2023)

As a lecturer within the Management Information Systems/Operations Management/Analytics, my responsibilities include the following:

- Redeveloped in Fall 2023 and currently teaching MIS 305 - Visual Basic Applications through Excel 365. Created 27 new inverted lecture videos totaling 6 hours 2 minutes and 12 seconds. MIS 305 is a course on Visual Basic Applications (VBA) programming language. All coursework is done through Excel 365 and the VBA interface. Students are expected to watch the lecture videos and work through the lecture file that is included within each weekly lecture. Each lecture video covers a specific skill(s) that is necessary to work through the lecture file and complete the weekly homework assignment. Course inversion allows the scheduled class time to be fully dedicated to helping students with problems they run into either working on the lecture file or working through the assigned homework. Recorded lecture videos also allow students to have the ability to go back and review any coding issues or problems that may arise while trying to complete the homework assignments.
- Updated MIS 303L for Excel 2021 starting in Fall 2023. Created 43 new lecture videos (11 hours, 58 minutes and 13 seconds) that are posted within Warpwire to help students visualize how various Excel skills within, the textbook, are completed. Students are shown how to work through a sample file within each Module (aka Chapter) for the course textbook. Course inversion allows the scheduled class time to be fully dedicated to helping students with problems they run into either working on the lecture file or working through the assigned homework. Recorded lecture videos also allow students to have the ability to go back and review any coding issues or problems that may arise while trying to complete the homework assignments.
- Updated MIS 203L and MIS 303L for Excel 2019/365 starting in Fall 2019. Created 76 new videos that are posted to help students visualize how various Excel skills within, the textbook, are completed. 16 hours and 45 minutes worth of videos are available for students to watch and learn from for Excel 2019/365. Class time is fully dedicated to assisting students with problems they run into as they complete their weekly homework assignments.

- Redeveloped MIS 203L (Introduction to electronic spreadsheet software, Excel) and MIS 303L (Spreadsheets in Business Skills, Excel) into two separate inverted courses via recording lectures and posting onto unlisted YouTube accounts. I created 91 videos that are posted to help students visualize how various Excel skills within, the textbook, are completed. 15 hours and 45 minutes worth of videos are available for students to watch and learn from for Excel 2016. Class time is fully dedicated to assisting students with problems they run into as they complete their weekly homework assignments.
- Excel skills taught in MIS 203L and MIS 303L include simple formula creation, charts/graphs, PivotTables and PivotCharts, merging and connecting multiple Excel worksheets and files, macros, imbedded IF statements with AND/OR/VLOOKUP functions, imbedded VLOOKUP statements with AND/OR/IF functions, financial analysis, connecting to external data sources via Power Pivot and Power View with data mining drill down techniques using Power BI.
- Teaching introductory course MIS 301. Created hands-on labs to help students learn introductory Access skills (table, query, form, report creation). Introduce students to current topics via Harvard Business Review articles, news articles and videos, class discussion and group homework assignments.
- MIS 301 created end of the semester Group Projects / Presentations, based on current information technology topics found in current business practices

Adjunct Faculty – Lecturer II status, Sinclair Community College, Dayton, OH
(Mar 2007 – Aug 2023)

As an instructor within Sinclair’s Business Information Systems (BIS) and Management (MAN) departments, my responsibilities included:

- Teaching multiple courses for the BIS and Management departments
- Creating interactive in class labs to demonstrate various software applications
- Certified to teach online courses through ANGEL content management system at Sinclair Community College
- Due to the COVID-19 Pandemic and classes being moved to an online format, I created 34 videos of the BIS 1120 Office 365 Independent Projects. The videos covered the material found in Word, Excel, Access, and PowerPoint. Total time of the videos is 25 hours and 1 minute.
- Courses include:
 - BIS 1120, Computer Concepts and Applications Office 365
 - (Fall 2012, Fall 2013, Fall 2014, Spring/Fall 2015, Spring/Summer/Fall 2016, Spring/Summer/Fall 2017, Spring/Summer/Fall 2018, Spring/Summer/Fall 2019, Spring/Summer/Fall 2020, Spring/Summer/Fall 2021, Spring/Fall 2022, Spring 2023)
 - BIS 1230, Spreadsheet Software – Excel 2010 (Spring/Summer/Fall 2013, Spring/Summer 2014, Summer 2015, Spring 2018)
 - BIS 1260, Database Software – Access 2010 (Fall 2012, Spring/Summer/Fall 2013, Spring/Summer 2014, Summer 2015, Fall 2016)
 - BIS 104, Introduction to PC Usage (Winter 2012)
 - BIS 105, Computer Concepts (Fall 2008, Winter/Spring/Fall 2011)
 - BIS 160, Introduction to Microsoft Office 2003 (Spring/Summer 2007)

- BIS 160, Introduction to Microsoft Office 2007 (Fall 2007/Winter 2009)
- BIS 160, Introduction to Microsoft Office 2010 (Spring 2012)
- BIS M 45, Introduction to Excel 2003 (Spring 2007)
- BIS M 45, Introduction to Excel 2007 (Fall 2007, Winter/Fall 2008, Fall 2010, Fall 2011)
- BIS M 46, Intermediate and Expert Excel 2003 (Fall 2007)
- BIS M 46, Intermediate and Expert Excel 2007 (Spring/Summer/Fall 2008)
- BIS M 46, Intermediate and Expert Excel 2010 (Spring 2011, Spring/Summer 2012)
- BIS M 35, Introduction to Access 2007 (Fall 2007; Winter/Spring/Summer 2008);
(Winter/Summer/Fall 2009, Winter/Spring/Summer/Fall 2010,
Winter/Spring/Summer/Fall 2011, Winter/Spring 2012)
- BIS M 75, Internet (Winter/Spring 2008)
- BIS M 85, Introduction to Microsoft Word 2007 (Spring 2009, Fall 2010)
- CIS 100, Student Success Computer Sciences (Spring/Summer 2011)
- CIS 130, Introduction to Web Page Development (Winter/Summer 2011)
- CIS 166, User Support Tools and Technology (Winter 2012)
- MAN 105, Introduction to Business (Fall 2009, Winter 2011)
- MAN 205, Introduction to Management (Winter/Spring/Summer 2010, Winter 2011)

- Taught classes at Sinclair Workforce Development and Corporate Services Division at Miami Valley Research Park (MVRP) in Kettering, OH

- Courses taught at MVRP include:

- Introduction to PowerPoint 2003
- Introduction to Excel 2003
- Intermediate Excel 2003
- Introduction to PowerPoint 2007
- Introduction to Word 2003
- Intermediate Word 2003
- Advanced Word 2003
- Windows XP
- Transition from Excel 2003 to 2007

Visiting Instructor, Miami University, Oxford, OH
(August 1999 – July 2005)

As an instructor within Miami's Management Information Systems department, my responsibilities included:

- Course coordinator for Introduction to Management Information Systems course for 2000 – 2004 academic school years
- Overseeing yearly hiring and management of 8 lab instructors: 4 graduate, 4 undergraduate
- Creating interactive lab environment by designing business related projects and cases
- Discussing in detail supply chain management and relation to information technology
- Discussing topic of internal controls and disaster recovery in relation to Sarbanes-Oxley
- IT faculty administrator for Richard T. Farmer School of Business Technology Department

Classes taught included:

- Fall 1999 – Spring 2005 Introduction to Management Information Systems
- Fall 2000 – Spring 2004 Co-Course Coordinator to Introduction Class
- Spring 2000 Visual Basic 6.0

Social Media, Consulting, Sales & Accounting

Social Media Manager, Bullwinkle's Top Hat Bistro, Miamisburg, OH

(December 2009 – present)

- Created Bullwinkle's Top Hat Bistro (Bullwinkle's) Facebook and Twitter accounts
- Currently manage Facebook and Twitter, for Bullwinkle's on a daily basis
- Analyze data from daily and weekly hits 5,065 followers of Bullwinkle's. This is up from 2,825 the previous year
- Consult with owner and general manager on the direction social media at Bullwinkle's

Consulting, Servé Consulting, Dayton, OH

(August 2005 – December 2007)

- Self-employed consulting business
- White Allen Automotive Internet Sales division in developing Access database to provide sales persons with more up to date and accurate information so as to follow up with prospective customer inquiries
- Miami University Alumni Association (MUAA) Designed and sent an online survey 9,000+ alumni graduating between 1995-2005 using Survey Monkey software
- Analyzed, documented, reported and presented survey results to Directors of MUAA

Organizational Development Intern, ABN AMRO Bank, Luxembourg

(May 1999 – June 1999)

- Researched European Union Internet laws and e-commerce regulations
- Developed initial plans for implementation of European online banking/trading system
- Communicated with International Consulting firms about implementation strategies

Internal Auditing (Graduate Assistant), Miami University, Oxford, OH

(August 1998 – May 1999)

- Perform audits of over thirty divisions on Miami University and branch campuses
- Audit and review internal controls and operational procedures
- Consult with fund custodian areas to continuously improve operations

Telephone Directory Sales Consultant, The Berry Company, Dayton, OH

(May 1998 – August 1998)

- Confirmed and updated information in current directory
- Researched and consulted with management direction of the business
- Presented advertising program matching management's future plans

Accounts Payable Manager – Ryland Homes, Cincinnati, OH

(December 1997 – March 1998)

- Clearly defined the company policy for payment of invoices
- Handled payment of all invoices from vendors

- Researched vendor payment issues
- Performed variable cost analysis of homes sold to customers
- Handled negotiations between vendors and service departments

Staff Accountant, Thorn & Hollenbacher, CPAs (dba Barnes Denning) Dayton, OH
(January 1996 – August 1997)

- Audited and reviewed corporate clients
- Researched and prepared corporate and personal income tax returns
- Prepared corporate and personal financial reports
- Analyzed corporate and personal financial statements

EDUCATION

Masters Business Administration (concentration Management Information Systems)
Miami University, Oxford, OH August 1999

Bachelors of Science (Accountancy / Finance)
Wright State University, Dayton OH December 1995

SOFTWARE PROGRAMS and PROGRAMMING LANGUAGES

Microsoft Access 365, Excel 365, PowerPoint 365, Word 365, FrontPage, Oracle, Visual Basic, SQL, HTML, VB Script

BOOKS PUBLISHED

1. *"Introduction to Management Information Systems Labs – 2nd Ed, 2004"* Co-authored Servé, Patrick, and Robb, George. The book is a combination of skills and cases, which vary in differing levels of difficulty. Software demonstrated and used for this manual are Excel, Access, SQL, PowerPoint, and HTML coding.

PROFESSIONAL PRESENTATIONS

1. GE Aircraft Engines IMLP – Leadership & Team Work Presentation, July 27, 2005
Spoke to 50 interns on the importance of leadership in team environments, so as to allow the development of future leaders within the GE culture.

UNIVERSITY SERVICE

University of Dayton

November 2023 – present, Dayton Day of Digital Learning. Currently working with Mrs. Gretchen Sabin and Dean Trevor Collier in hiring four student group leaders to help organize a Digital Day of Learning that is being sponsored by the City of Dayton and CareSource in April 2024. The goal is to have an event where residents of the West Dayton community can attend and learn basic technological skills and also sign up for health care insurance through CareSource.

August 2023, Welcome Weekend Service Day – Helped with set up for the Welcome Weekend Service Day event with Dayton's Habitat for Humanity. Moved items, helped set up a tent, and loaded ice for the coolers so students and workers could have ice water during the event.

Sinclair Community College

2008 – 2010, Steering committee for Center for Teaching and Learning (CTL)

2008, Search committee member for CTL director

2007 – 2008, Committee member for developing CTL; subcommittee member for Vision/Mission Statements for CTL

Miami University

2000 – 2005, Freshman Summer Orientation

1999 – 2005, Faculty Advisor to General Business Majors within School of Business

2000 – 2003, Association of Information Technology Professionals – Faculty Advisor

EDUCATIONAL AWARDS AND HONORS

University of Dayton

- Delta Sigma Pi Fraternity (inducted in Spring 2018)
- Invited to 2017 Faculty Appreciation Day by the University of Dayton Football Team in October 2017

Sinclair Community College

- October 2016 – Nominated by Sinclair Faculty Senate as the adjunct faculty nominee, from all of Sinclair Community College campuses, for the annual Ohio Association of Two Year Colleges (OATYC) Adjunct Faculty of the Year for 2016

Miami University

- Phi Beta Kappa – Honorary Member
- Alpha Pi Sorority – Faculty Appreciation

- Beta Theta Pi Fraternity – Professor Appreciation
- Softball Professor Appreciation
- Delta Sigma Pi Fraternity
 - Elected to be one of two School of Business professors to join the professional business fraternity of Delta Sigma Pi. Only two professors are selected by vote each year to be inducted into this fraternity and I was the first non-tenure track faculty member inducted.
- Delta Delta Delta Sorority – Faculty Honors
- Outstanding Professor, Panhellenic Association, Interfraternity Council
- Gamma Phi Beta Sorority– Professor Appreciation
- Kappa Delta Sorority – Faculty Honors