

DONNA J. MILES
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PROFESSIONAL EXPERIENCE

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, CA 1993 – Present
Marshall School of Business, Center for Management Communication (1996-Present)
Associate Professor of Clinical Management Communication

- Teach wide variety of required and elective courses at the graduate and undergraduate level in the Center for Management Communication
- Work with graduate students in the Full-Time MBA, MBA.PM, Executive MBA, IBEAR, Master of Accounting and Master of Business Taxation Programs. Conduct workshops in the Executive Education Program
- Awarded “The Golden Apple” Excellence in Teaching Award in 2007 and 2004
Strive to consistently achieve excellence in teaching
- Teach additional courses in strategy and negotiation in the Department of Management & Organization
- Serve as Faculty Advisor to the Lambda Chi Fraternity, the Marshall Graduate Women in Business Club, the Marshall Undergraduate International Case Competition Team, and the Trojan Consulting Group
- Consult with Fortune 500 companies and financial services firms on wide variety of human resource and strategic communication issues
- Conduct MBTI Seminars and facilitate Team-Building & Leadership Workshops for university and corporate clients

Executive Director, MBA Career Services (1993-96)
Assistant Professor of Clinical Management & Organization

- Provided strategic leadership to the Marshall School of Business by serving on a wide variety of committees, including the Admissions Committee, the Curriculum Design Team, and the Staff Development Advisory Committee
- Recruited to USC's nationally ranked business school to revitalize and provide strategic direction to their career services operation
- Developed mutually beneficial alliances between corporations and the university through innovative programs, including the Alumni Mentor Network and Management Internship Program
- Created and implemented a full range of career management services for approximately 2,000 graduate students and alumni annually

COOPERS & LYBRAND, Los Angeles, CA 1986 - 1993
Director of Recruiting

- Provided a wide range of human resource consulting services to the partnership, including professional development, team building, productivity improvement (TQM) and Affirmative Action/EEO
- Managed the college and experienced recruitment department for the Southwest Region of the fourth largest consulting firm worldwide
- Directed an innovative college relations program on 13 campuses at the graduate and undergraduate levels. Dramatically enhanced the Firm's image on campus and increased our ability to attract top talent. Increased acceptance rate by 50% and improved quality of hires

THE AEROSPACE CORPORATION, El Segundo, CA 1985-1986
Special Staff Consultant, Personnel Programs and Development

- Provided internal human resources consulting services in the areas of organization and executive development, succession planning, management training, recruiting and college relations

ATLANTIC RICHFIELD CO., Los Angeles, CA 1973-1985
Human Resources Development Manager

- Directed a human resources development organization serving 12,000 union and non-union employees nationwide
- Managed \$2 million budget, 16 staff specialists and eight field professionals. Provided full range of human resource services, increasing productivity and the effective use of employees
- Implemented an integrated training and development system which strengthened internal employee development capability and reduced outside training costs by 50%

Equal Opportunity Affairs Manager

- Directed the start-up and ongoing operation of a four-member national Equal Opportunities Affairs unit, managing 27 affirmative action plans, compliance reviews, discrimination charge investigations, EEO training and recruitment, and EEO goal development and attainment
- Instituted an Hispanic Council of prominent community leaders, improving minority and female hiring

Senior Training and Development Advisor

- Developed, conducted, and evaluated over 21 management, professional, and technical training programs

EDUCATION

University of Southern California Master of Arts, Counseling Psychology, *magna cum laude*

University of Pennsylvania Master of Arts, Languages, *magna cum laude*
 Won 4-year doctoral fellowship. Passed doctoral exams

Pennsylvania State University Bachelor of Arts, Languages, *summa cum laude*

PROFESSIONAL AFFILIATIONS

Board Member, National Women's Employment and Education., Inc.
Member, USC MBA Admissions Committee
Member, USC MBA Curriculum Design Team
Member, American Society of Training and Development
Member, Personnel Industrial Relations Association
Member, Association of Psychological Type
Member, Seacliff Country Club
Counselor, Manhattan Beach Rape Crisis Center
Volunteer, Los Angeles Society for the Prevention of Cruelty to Animals
Volunteer, Make a Wish Foundation
Volunteer, American Cancer Society