

Curriculum Vitae

Nancy Ellen Dahl, PhD, SHRM-CP

Profile

Following a distinguished career in the U.S. Navy, established a reputation as an exceptional administrator. Adept at organizational efficiency through collaboration and procedural accuracy, Dr. Dahl uses strong leadership, interpersonal skills, and regulatory knowledge to lead team productivity that results in excellent administration, quality education, and enhanced student success.

Teaching Experience

01/2023-Present **Louisburg College, Louisburg, NC** Business Instructor, teaching the following courses:

- Principles of Management
- Introduction to Business
- Business Communication

- Used the Brightspace Learning Management System to interact with students, grade assignments, and report grades.
- Used the CAMS Information Management System to report student grades and attendance.
- Maintained all required documentation for attendance, progress, and grades.

04/14-02/19 **Stevens-Henager College Boise**, Business Instructor & Student Advisor
Instructed Undergraduate Business and General Education Courses as follows:

- Management Principles
- Human Resource Management
- Marketing and Advertising
- Entrepreneurship
- English Composition
- Communication
- History
- Sociology
- Business

- Used the Canvas Learning Management System to interact with students, grade assignments, and report grades.
- Used the Campus Vue Information Management System to report student contact and actions taken to resolve student issues, maintain retention, and achieve compliance requirements.
- Maintained all required documentation for attendance, progress, and grades.

08/16-12/17 **Boise State University**, Adjunct Faculty Foundational Studies Program · Instructed University Foundation Studies Discussion Groups, graded students' coursework, and attended Plenary Sessions. Managed student assignments and grades on the Blackboard Learning Management System.

09/05- 05/14 **Carrington College Boise**, Associate Dean of Academic Affairs, General Education Program Director, General Education Instructor.

- o English
- o Communication
- o Sociology

- Program Director: Ensured General Education faculty members were scheduled to meet college needs, informed of college procedures, and conducted classroom evaluations.
- Worked with Subject Matter Experts (SMEs) in developing course curricula and enhancing classroom presentations.
- Used the Canvas Learning Management System to interact with students, grade assignments, and report grades.
- Used the Information Management System Campus Vue to report student contact and actions taken to resolve student issues, maintain retention, and achieve compliance requirements.
- Managed textbook inventory and distribution for courses starting on both modular and semester schedules serving approximately 400 students. Textbooks were purchased from various textbook vendors.
- Compiled documentation that supported accreditation, informed staff and faculty on accreditation requirements, and maintained all required documentation for attendance, progress, and grades.

Professional Experience

10/2022-Present Louisburg College, Director, Human Resources

03/2022-03/2023 Small Business Owner – Louisburg Mercantile

10/21-02/22 North Carolina State University Facilities HR. Talent Acquisition Specialist.

02/21-05/21 Horizon Dental Group, Boise, ID HR Generalist

7/19-12/20 U.S. Census Bureau, Los Angeles Regional Census Center, 555 W. 5th Street,
Los Angeles, CA 90013, Administration Manager/Regional Technician (GG-11)

10/03- 09/05 Department of the Interior, Field Solicitors Office Boise, GS 7 Admin Assistant

02/83-06/03 United States Navy, Yeoman Chief Petty Officer (E-7), Pacific Fleet Command

Education

02/17 – 02/19 Independence University, Bachelor of Science Business Administration with
an emphasis in Human Resources Management

07/08 – 06/12 Capella University, Doctor of Philosophy, Organization & Management

01/04 – 05/05 Boise State University, Paralegal Certification

08/99 – 12/00 Central Michigan University, Master of Science Administration

08/95 – 12/99 University of Alaska Anchorage, Bachelor of Arts History

08/90 – 05/95 Boise State University, Bachelor of Science Sociology/Secondary Education
Certification

01/88 – 06/90 South Central Community College, Associate of Science Business
Administration

Publications

- Dissertation – Published August 2012: *The Role of Management Education Faculty in the Development of the Knowledge Worker: A phenomenological study*

Awards and Certifications

- August 2015-Present – Human Resource Management Certified Professional (SHRM-CP)
- Selected as the 2012 State of Idaho Volunteer to Veterans Elk of the Year
- Selected as the 2011-2012 Elk of the Year, Boise Lodge #310.
- 2011 – Awarded the DeVry Legacy of Service Award for exemplary customer service
- Carrington College Boise: awarded the Perseverance Award for second quarter 2010.
- Carrington College Boise: recognized as Leader of the Quarter in December 2009.
- Carrington College Boise: recognized as Educator of the Quarter in June 2009.
- Commander-in-Chief, Pacific Fleet Headquarters: recognized as #1 Chief Petty Officer- 2002
- U.S. Navy: awarded two Navy Commendation Medals and four Navy Achievement Medals.

Professional Interests

- Performing an administrative role in higher education.
- Supporting the veteran community.
- Entrepreneurship

Professional References

- Dr. Gary Brown, College President, Louisburg College, 919-605-5373
- Dr. Sarah Enright, DMD, Owner, Horizon Dental Group, 617-515-0289
- Dr. Julia Bennett, former Dean of Academics, Carrington College Boise, 208-867-1217
- Paul Faletto, former Dean of Academics, Stevens-Henager College, 208-509-6832