

Curriculum Vitae

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Richland College
12800 Abrams Road
Dallas, TX 75243

Education

University of North Texas, Denton, TX
M.S. Interpersonal Communication

University of Southern Mississippi, Hattiesburg, MS
B.S. Journalism/Public Relations

Teaching Experience

Richland College, Dallas, TX
Instructor –
TRVM 2301 Introduction to Convention/Meeting Management
TRVM 2300 Applied Convention/Meeting Management
TRVM 1280 and 2480 Co-operative Work Study
Co-teach TRVM 2300 Applied Industry Software
SPCH 1311

September 1997 – Present

ITT Technical Institute
Instructor- Written Communication, Oral Communication
Sociology and Employment Techniques

July 1996 – September 1997

Publications and Papers

Chapter 2, “On-Site Meeting and Event Management”, Production and Logistics in Meetings, Expositions, Events and Conventions, Fenich G.; 2015,

Chapter 15, “Putting It All Together”, Meetings, Expositions, Events and Conventions: An Introduction to the Industry, Fenich G.; 2005,

Certificates, Certifications & Other Qualifications

- Certified Protocol Event & Civility Professional (CPECP)
- Certified Meeting Planner (CMP)
- Certified Tourism Ambassador (CTA)
- Richland College Excellence in Teaching Award, 1990
- Texas Delta Epsilon Chi Advisor of the Year 1999
- Throughout the years memberships include Meeting Professional International, International Association of Exposition Managers and Events, Hotel Sales and Marketing International and the Professional Conference Managers Association.

I certify that statements made by me in this vitae are true, complete and correct.

Relevant Work Experience

Program Coordinator, Richland College, Dallas, TX

1997 – Present

- Co-Chair Faculty Engagement IMEX American (2005 – present)
- Awarded \$15,000 Grant from Meeting Professionals International Foundation to develop a program to promote careers in meeting and event management – focus on high school students
- Awarded \$10,000 Grant from Meeting Professionals International Foundation to develop a program to promote careers in meeting and event management – focus on high school counselors
- Curriculum Chair overseeing annual review of the educational program and the development of a new Certificate in Meetings that resulted in a 10% increase in enrollment.
- Hired, evaluated, and trained 10 – 15 instructors.
- Developed on-line classes to update traditional classes.
- Created and facilitated course in applied meeting/convention management that became model course used by other colleges.
- Served 3 years WECM committee member. Achievements included course consolidation amongst 25 colleges and quality course review increasing funding from the state.
- Negotiated contracts and secured \$90k in software donations.
- Created and produced recruiting programs to attract high quality high school students into the program.

Instructor, ITT Technical Institute

1996 –1997

- Instructed six classes, Written Communication, Oral Communication, Sociology, Employment Techniques, and Career Success Classes.

Independent Contractor while working on MS degree

1994 –1996

- Designed and presented training programs for continuing education class at University of North Texas, Fun Ed. and Meeting Professionals International Dallas/Fort Worth Chapter.
- Organized and produced meetings, trade shows and special events.

Marketing Manager, WorldTravel Partners

1994 –1994

- Wrote and produced marketing materials including travel management proposals, press releases and direct mail pieces.

Director of Membership, National Business Association

1992 –1994

- Directed membership activities for 40,000 member association.

Sales Manager/ Event Coordinator, Irving Convention & Visitors Bureau

1986 – 1992

- Developed and managed \$100,000 sales and marketing budget
- Created and produced sales promotions for travel and tourism, association and corporate markets.

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