

# Curriculum Vitae

## Keith Mathis, Ph.D., PMP

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[www.themathisgroup.com](http://www.themathisgroup.com)

[www.pmexpertlive.com](http://www.pmexpertlive.com)

[www.trainthegov.com](http://www.trainthegov.com)

### *WORK SKILLS EXPERIENCE*

- Author, Speaker, Trainer, Consultant
- Ph.D. – Doctor of Philosophy in Administration Management
- PMP – Project Management Professional Certification
- COI Certified On-line Instructor
- Government Contractor # GS10F0383M
- Adjunct Professor:
  - Nova Southeastern University
  - DeVry University
  - Liberty University
- Registered Global Education Provider – Project Management Institute
- Strong knowledge base of:
  - Facilitation
  - Marketing
  - Project Management
  - Coaching
  - Working with Cross Functional Teams
  - Organizational Behavior
  - Organizational Development
- Independent contractor with CareerTrack, Inc. for 3 years
- Member of Project Management Institute
- Global Education Provider of Project Management Institute with over 45 registered courses

### *PROFESSIONAL EXPERIENCE*

- **Founder and President**, The Mathis Group, Inc. Eureka, Missouri, (November 1993 - Present)

The Mathis Group is an organization which provides consulting and customized training seminars and keynotes to corporate America.

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Curriculum Vitae

Dr. Keith Mathis

GSA Contractor: GS-02F-0010V

Project Management Institute - Registered Education Provider

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**Partial Client List:**

Alumax Metals, Inc.  
Ameren  
Beverly Farm Foundation  
Blue Cross and Blue Shield  
Centex Homes  
Consumer Product Safety Commission  
Drug Enforcement Administration  
EDS  
Enterprise Leasing  
Enterprise Capital  
Ericsson Mobil Phone  
Exelon Corporation  
Federal Aviation Administration  
Federal Communication Commission  
Federal Reserve Bank  
Human Resource Association of Miami  
Internal Revenue Service  
JP Morgan  
Knoll, Inc  
Lucent Technology  
Mallinkrodt Chemical  
Motorola  
National Institute of Health  
National Imaging and Mapping Agency  
Oklahoma State University  
Protein Technologies  
PPL Corporation  
Ralston Purina  
Southern Illinois Health System  
Social Security Administration  
State of Missouri  
State of Kansas  
State of Michigan  
St. Louis Post Dispatch  
St. Louis City Police Department  
St. Louis County Fire Department  
TCI  
United Pacific Technologies  
United States Department of Agriculture  
United States Postal Service  
United Van Lines

- **Adjunct Professor** of Business Management, Liberty University, Lynchberg, VA  
(May 2010 - Present)  
Taught courses for the MBA program

**Courses Taught:**  
Entrepreneurship

- **Adjunct Professor** of Business Management, DeVry University,  
Kansas City, MO  
(January 2009 - Present)

**Courses Taught:**  
Project Management

- **Adjunct Professor** of Business Management, Human Resources, and  
Health Services Nova Southeastern University, Ft. Lauderdale, Florida  
(January 1995 - Present)  
Taught courses for the MBA in all three programs

**Courses Taught:**  
Management Theory  
Marketing Management  
Customer Value  
Organizational Behavior and Development  
Business Ethics  
Corporate Marketing  
Values Based Leadership  
Organizational Communication  
Total Quality Management  
21 Century Management  
Sales Management  
Human Resources

- **Independent Training Consultant**, CareerTrack, Boulder, Colorado,  
(August 1996 - June 1999)  
Presented seminars nationwide on topics such as:

- \* Team Doctor
- \* How to Lead a Team
- \* Supervision
- \* Overcoming Negativity
- \* How to Discipline Employees
- \* How to Interview and Hire
- \* Management
- \* Why Teams Do Not Work

- \* Project Management
- \* Strategic Planning
- \* Conflict and Confrontation
- \* 9 Traits of Highly Successful Teams
- \* From Manager to Coach
- \* Customer Service

- **Senior Management Consultant**, AAIM Management Association, St. Louis, Missouri (March 1994 - October 1997)  
Customized on-site training seminars and conducted public seminars for association members.  
Provided over 40 management seminars for Association Education Center.
- **Adjunct Professor** of Management, Human Resources and Behavioral Sciences, National Louis University, St. Louis, Missouri (March 1994 – October 1996)

**Courses Taught:**

- Adult Development
- Public Speaking
- Business Communication
- Business Leadership
- Organizational Consulting
- Group Dynamics
- Consulting

- **Management Consultant**, Cejka Company, St. Louis, MO (February 1993 - November 1993)  
Participated in consultation to hospitals and staffing/recruiting of medical physicians throughout the United States.  
Responsible for screening physicians and determining skills and motivation for relocation.
- **Correctional Social Worker**, St. Louis County Adult Correctional Center, Chesterfield, MO (June 1990 - February 1993)  
Participated in inmate management by managing inmates while housed in county jail.  
Responsible for evaluation of inmates and teaching of classes on topics such as addictions, stress, aids, etc.
- **Team Leader/Chemical Dependency Counselor**, Southeastern Illinois Counseling Center, Mt. Carmel, IL (June 1989 – June 1990)  
Supervised eight employees working out of the Mt. Carmel office.  
Organized full counseling program for clients placed on parole and probation.

Wrote several articles, which were used by Southeastern in newspapers around the state to educate the community about mental health.

- **Pastor**, Potosi Southern Baptist Church, Potosi, MO  
(November 1983 - May 1989)  
Responsible for the leading, nurturing, and training of the 580 church members, weekly radio broadcast.  
Chief administrator of the budget of the church and its four person staff. Raised \$863,000 to build a new church.  
Trained members in basic counseling skills, leadership skills, and motivational traits.
  
- **Pastor**, First Baptist Church, Luxora, Arkansas (June 1981 - November 1983)  
Responsible for the leading, nurturing, and training of the 420 church members.  
Chief administrator of the church's budget.

#### ***EDUCATION:***

Ph.D., December 1994, Walden University, Minneapolis, MN  
Major: Administration Management.  
Specialty: Human Resources, Organizational Development & Behavior

M.S., March 1992, National Louis University, St. Louis, MO  
Major: Management/Business (Grade Point: 3.9)

B.A., June 1988, National Louis University, St. Louis, MO  
Major: Behavioral Science (Grade Point: 3.9)

COI., March 2000, Walden Institute, Minneapolis, MN.  
Certified: On-Line Instructor

#### ***MATERIALS WRITTEN AND PAPERS PRESENTED:***

- Book – *21 Deadly Project Management Mistakes and How to Avoid Them*.  
September 2011, Published by Equipper's Press International
  
- Report – *15 Deadly Project Management Mistakes Government Agencies Make Which Cost Them Revenue, Time and Efficiency*, May 2005.
  
- Book - *Dinosaur Tracks: Modern Leadership Strategies for Successfully Changing Employee Performance and Behavior*. June 2004, Published by Equipper's Press International

- *Marketing In a Box for Assisted Living and Residential Care Facilities, Successful Ways to Market Assisted Living and Residential Care Facilities.* July 2003, Published by Equipper's Press International
- Report – *25 Marketing Mistakes Made By Most Organizations*, May 2003.
- *Balance Magazine, 10 Commandments for Dealing with Workplace Negativity*, October 2000.
- Articles in two national church publications.
- Articles on suicide and burnout appearing in newspapers.
- Series of articles on chemical dependency which were printed in eight county papers.
- Training seminar entitled *Battling Burnout*, an in-depth study on burnout and how to deal with it.
- Training seminar entitled *Successful Problem Solving* which is a study teaching problem solving skills.
- Training seminar entitled *Motivation: The Key to Higher Productivity*, a study teaching how to motivate the employees.
- Training seminar entitled *Qualities of Highly Successful Managers*, an in-depth documentation of those qualities held by successful managers.
- Training seminar entitled *Mastering Project Management*, a study in teaching how to run projects and keep them on track, how to build a team, and monitoring the project through its entire life cycle.
- Training seminar entitled *Overcoming Organizational Negativity*, a study teaching how to turn around negative employees and slow down negative corporate grapevines and rumor mills. This course also gives systematic instructions on how to fight negativity and stop it.

### ***PROFESSIONAL MEMBERSHIPS***

- Member of Project Management Institute
- Global Education Provider with Project Management Institute