

JANET R. LEONARD

EDUCATION

MASTER OF ARTS, The Ohio State University, Columbus, Ohio, 1985

- Higher Education Administration Major
- Related coursework in Business Administration
- Member Phi Kappa Phi National Honor Society

BACHELOR OF ARTS, Cleveland State University, Cleveland, Ohio 1979

- Comprehensive Social Studies Major
- Graduated Magna Cum Laude

PROFESSIONAL EXPERIENCE IN EDUCATION

2023-present University of Dayton, Dayton, Ohio

**Assistant Dean for Undergraduate Programs, University of Dayton School of Business Administration,
Director of Center for Business Student Engagement**

- Lecturer for BIZ 101 and BIZ 201 courses
- Course Coordinator for BIZ 101
- Supervise 3 full-time Lecturers, 1 Adjunct Lecturer, and 1 Full-time Manager of Academic Advising Center
- Lead Ohio Export Internship Program, EY Day One Ready Program, and Flyer Enterprises organization
- Provide training and leadership for all business student organizations

2021-2023 University of Dayton, Dayton, Ohio

Lecturer and Director, Center for Business Student Engagement

- Teach BIZ 101 Business Education Planning and BIZ 201 Introduction to Business courses
- Course Coordinator for BIZ 101, BIZ 200 and BIZ 201 courses
- Lead Ohio Export Internship Program, EY Day One Ready Program, and Flyer Enterprises organization
- Provide training and leadership for all business student organizations
- Market student organizations to prospective students and families

2013-2020 University of Dayton, Dayton, Ohio

Assistant Dean, University of Dayton School of Business Administration

- Set annual goals, provide day-to-day supervision, and complete annual review for Academic Advisors, Academic Success Specialist, and Administrative Assistant
- Conduct regular meetings with Center for Academic Success staff to provide direction and priorities
- Oversee curriculum for first-year business courses
- Monitor academic policy issues and make recommendations to Dean and Associate Deans
- Serve as School of Business representative at campus-wide events and on campus-wide committees

2010-2013 University of Dayton, Dayton, Ohio

Director, Center for Academic Success, University of Dayton School of Business Administration

- Set annual goals, provide day-to-day supervision, and complete annual review for Academic Advisors, Academic Success Specialist, and Administrative Assistant
- Taught BAI 150 First Year Experience required course for all business students
- Placed students on probation and dismissed students from the university
- Planned orientation meetings for all first-year business students
- Advised Undeclared Business Majors and International Business Majors

2005-2010 University of Dayton, Dayton, Ohio

Senior Academic Advisor, University of Dayton School of Business Administration

- Advised Undeclared Business Majors
- Approved transfer course requests
- Reviewed applicants to determine eligibility for admission
- Recruited prospective students by meeting with families and attending Enrollment Management Events
- Taught BAI 151 Business Integration Experience required course for first-year students

2004-2005 Greene County Career Center, Xenia, Ohio

Business and Retail Services Instructor

- Instructor of Entrepreneurship, E-Commerce, and Business/Retail Services Classes

1984-1985 The Ohio State University, Columbus, Ohio

Academic Advisor

- Advised first and second year Undeclared Arts and Sciences Majors
- Taught University Survey – required first year experience course
- Presented orientation programs to incoming students and parents
- Handled academic administrative responsibilities

1983-1984 Ohio Dominican College, Columbus, Ohio

Residence Hall Director

- Trained and supervised Resident Assistant staff
- Managed hall administrative functions
- Designed and managed hall policies and programs
- Advised hall government organization

1981-1983 Bay High School, Bay Village, Ohio

Teacher

- Taught Sociology, American History, and Global Geography courses
- Advised National Honors Society, Academic Challenge Team, and Model United Nations Club

1980-1981 Norwalk High School, Norwalk, Ohio

Teacher

- Taught American Government, American History, and Law courses
- Advised cheerleaders

PROFESSIONAL EXPERIENCE IN BUSINESS

1990-2004 Sears, Roebuck & Company, Ohio and Indiana

Store General Manager

- Managed five stores in Ohio and Indiana with individual revenues ranging from \$1.5 million to \$22 million dollars annually
- Responsible for workforces ranging from 25 to 150 associates
- Directly supervised management teams responsible for sales and profitability of individual product categories, store operations, and human resources

2002-2003 Sears, Roebuck & Company, Hoffman Estates, Illinois

National Business Operations Manager, Home Fashions

- Managed and produced all business related and operational communications to 865 full-line stores
- Communicated merchandise presentation standards to stores on a monthly basis

- Planned, executed, and monitored rollouts of new staffing models, product formats, and exit of discontinued product categories
- Worked with buying staff on advertising accuracy and compliance issues

1994-1999 Sears, Roebuck & Company, Cleveland, Ohio

District Business Manager for Apparel and Home Fashions

- Responsible for store execution of marketing programs and presentation standards
- Trained Store Managers and Sales Managers on business strategies, merchandising principles, assortment issues, and human resource issues
- Liaison between home office business runners and 17 stores regarding store assortments, merchandise presentation standards and business operational issues

1986-1990 Sears, Roebuck & Company, Dayton, Ohio

Sales Manager

- Responsible for customer service, sales, gross profit, merchandise presentation, and inventory control for specific departments with annual sales of \$3.5 million