

Curriculum Vitae

Keith Mathis, Ph.D., P.M.P.

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WORK SKILLS EXPERIENCE

- Author, Speaker, Trainer, Consultant
- Ph.D. – Doctor of Philosophy in Administration Management
- P.M.P. – Project Management Professional Certification
- COI Certified On-line Instructor
- Government Contractor # GS10F0383M
- Adjunct Professor with Nova Southeastern University,
Ft. Lauderdale, FL
- 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 29 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.

Partial Client List:

Alumax Metals, Inc.
Beverly Farm Foundation
Centex Homes
Consumer Product Safety Commission
Drug Enforcement Administration
EDS
Enterprise Leasing
Enterprise Capital
Ericsson Mobil Phone
Federal Communication Commission
Federal Reserve Bank
Internal Revenue Service
Knoll, Inc
Lucent Technology
Mallinkrodt Chemical
Motorola
National Institute of Health
NIMA
Protein Technologies
PPL Corporation
Ralston Purina
Southern Illinois Health System
Human Resource Association of Miami
State of Missouri
St. Louis Post Dispatch
St. Louis City Police Department
St. Louis County Fire Department
TCI
United Pacific Technologies
United States Postal Service
United Van Lines

- **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:

- 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

Capability Statement

Dr. Keith Mathis

Since 1993, The Mathis Group has been helping organizations change worker productivity and behavior.

The Mathis Group Mission:

The Mathis Group provides quality, customized training and consulting services that inspire, educate, and equip companies to be better tomorrow than they are today.

Company Mandate:

The Mathis Group will provide high training and consulting that will impact the organization and individual while maintaining an outstanding reputation for success and integrity.

Values Statement:

Every person has worth and should be treated with respect.

Area of Expertise:

- Curriculum Design
- Organizational Behavior and Development
- Management
- Executive Coaching
- Team Building
- Leadership
- Customer Service
- Creating Customer Value
- Marketing
- Sales
- CRM Customer Relationship Management
- Project Management



***Speaker, Trainer, and Seminar Leader
Specialist In Organizational Behavior and
Development***

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Over the last several years, Dr. Keith Mathis has emerged as one of the most effective business trainers in the field traveling throughout the United States, Canada, Mexico and South America. His provocative, informative, humorous presentations on a variety of organizational development topics are demanded by progressive companies. An animated and often electrifying platform speaker, Keith never merely talks to an audience, but he also seeks to involve them in his presentations through high content and numerous illustrations. Intellectually demanding of himself, Keith demands no less of his audiences!

As a consultant who specializes in organizational behavior and development, he comes with thousands of presentations to every kind of organization. He is flexible by teaching in full day formats, multi-day conferences or one hour keynotes for conventions.

He is founder of The Mathis Group, based in St. Louis, Missouri. His work includes teaching corporate America skills on topics such as: teambuilding, leadership, motivation, conflict resolution, project management, supervision, performance appraisals, goal setting and numerous other organizational proficiencies. His problem solving expertise provides him with the ability to help companies in the solving of the most complex difficulties.

Keith continues to broaden his knowledge base and practical advice by teaching. He serves as an adjunct professor of business/management at Nova Southeastern University in Ft. Lauderdale, teaching Consulting, Public Speaking, Total Quality, Project Management, Management, Communication, Customer Value, Leadership, Marketing, Organizational Behavior, Strategic Planning, and Group Dynamics.

Keith has authored numerous training programs as well as magazine and newspaper articles. His book *Dinosaur Tracks: Modern Leadership Strategies for Changing Employee Performance and Behavior* was published by Equipppers Press International.

Keith holds a B.A. in Behavioral Science, a M.S. in Management, and a Ph.D. in Administration Management. He is certified as a PMP (Project Management Professional) by Project Management Institute and a COI (Certified Online Instructor).