

Elizabeth C. O'Sullivan

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ACADEMIC AND INDUSTRY EXPERIENCE

Rice University – Houston, Texas

July 2015
to present

Jones Graduate School of Business (JGSB), Senior Lecturer in Management
Joint appointment with George R. Brown School of Engineering
Rice Center for Engineering Leadership
Lecturer in Professional and Engineering Communication

Teach core communication competencies to Executive and Professional MBA students and offer coaching to executive-level students in all areas of communication.

Piloted and delivered ENGI 242/542 graduate and undergraduate level course in communication for engineers – created specific cases and exercises to provide practice, coaching, and feedback in communication skills for engineering students. Used inquiry-based methods and experiential classroom style to engage students.

Serve on the Faculty Advisory Board for Rice's Program in Writing and Communication.

May 2013
to June 2015

Senior Lecturer in Management and Director of MBA Communication Program
Coordinate across all JGSB programs (Daytime, Professional evening and weekend, Executive MBA, and PhD) to ensure that students receive the instruction, practice, and coaching they need to become effective business communicators, based on consistent core learning objectives across all programs.

Led five full-time faculty and six part time faculty to foster effective teaching and a collaborative working relationship among communication faculty, staff, and administration. Advocated for resources needed for special programs and facilitated development of new courses and electives to expand the communication program. Served on Curriculum Committee for Jones Graduate School. Provided customized communication coaching to PhD candidates in Strategy and Marketing programs. Interfaced with all JGS departments to coordinate activities related to Communication instruction. Maintained all teaching responsibilities of Senior Lecturer as shown below.

See online materials and publications below.

May 2001
to 2013

Senior Lecturer in Communication & Communication Consultant
Developed and delivered communication curriculum and specialized coaching for Executive MBA students, including communication strategy, written and oral communication, presentation graphics, interpersonal communication, corporate communication, intercultural communication, crisis communication, and media training.

On behalf of JGSB Development Office and Executive Education, created and facilitated executive level communication sessions for university clients such as Cameron, Total, and National Oilwell Varco.

Designed and led intensive learning experiences for second year MBA for Professionals. Co-developed and delivered course on listening and interpersonal skills for healthcare professionals. Guided student-led MBA level teams in consulting engagements through JGS Action Learning Projects.

Initiated International Immersion and diction/articulation coaching programs for MBA level students. Developed and led career management seminars on networking, U.S. business

culture, cover letters, and interviewing techniques. Coached individual students in interpersonal communications and career planning skills. Served as continuing executive coach to alumni as needed.

August 1993
to June 2000

Lecturer on Communication

Taught managerial communication in the core curriculum for MBA students. Course emphasized a strategic approach to communicating with a variety of audiences. Served on Action Learning Project faculty.

June 2000 to
to May 2001

**THE MERIDIAN RESOURCE CORPORATION (NYSE: TMR)
Corporate Communication Manager - Houston, Texas**

Managed corporate communication, investor relations, public relations, and marketing functions for this independent exploration and development company. Directed design and content of new website. Drafted all press releases and scripted conference calls. Provided advice on compliance with SEC disclosure guidelines. Developed presentations for investor conferences. Streamlined procedures for press releases to speed delivery and reduce distribution costs. Arranged interviews and placed articles in publications. Coordinated advertising. Developed marketing and sales brochures, flyers, and annual report. Managed approximately \$75K budget.

August 1993
to present

O'SULLIVAN & ASSOCIATES

Communication Consultant - Houston, Texas

Coach executives in presentation skills and interpersonal communications. Develop curriculum and lead seminars on effective speeches/presentations, marketing, and communication for clients in the energy, investment, consulting, and computer services industries, including Statoil, Boston Consulting Group, Halliburton, NOV, Parkman Whaling, and BMC Software. Developed case materials and course for the American Association of Colleges of Veterinary Medicine.

1985 to
August 1993

OCEANEERING INTERNATIONAL, INC. (NYSE: OII)

Corporate Communications & Investor Relations Manager – Houston, Texas

Managed internal and external corporate communication, investor relations, and public relations/marketing functions for this offshore oilfield services company:

- ◆ Met with oilfield service stock analysts and investor groups; wrote and supervised production of nine Annual and multiple Quarterly financial reports.
- ◆ Wrote prospectus and road show materials for secondary stock offerings.
- ◆ Performed market analyses and facilitated corporate strategic planning and development of target marketing plans for regional offices.
- ◆ Coordinated all public relations; represented company to print and television media; organized press conferences, trade show exhibits, and special events.
- ◆ Developed advertising programs, sales brochures, and multi-media presentations.

1984

VINSON & ELKINS, ATTORNEYS AT LAW - Houston, Texas

Researched legal aspects of environmental issues and drafted testimony.

1981 - 1983

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA)

Ocean Services Division of the U.S. Department of Commerce

Various roles including Government Contractor, Policy Analyst, Sea Grant Fellow, Environmental Analyst – Rockville, Maryland, and Washington D.C.

Co-author of Program Development Plan for NOAA's Ocean Service Centers. Served as program liaison with Congressional oversight offices. Researched and wrote segments of studies on deep seabed mining and research, trends in international scientific research, and use of environmental data in evaluating offshore oil and gas developments. Held Secret level security clearance.

1978-1980

TEXAS A&M UNIVERSITY – College Station, Texas

Student Development Specialist-I - Memorial Student Center (MSC) Student Programs Office - College Station, Texas

Advised student leaders of various MSC committees including *Political Forum*, *Hospitality*, and *The Committee for Awareness of Mexican American Culture*.

Supervised and coached student leaders, coordinated budgets and contracts.

**Online Materials
and Publications**

Author of three original cases and five exercises contributed to *Leadership Communication* text. Co-Author of Instructor's Manual for *Leadership Communication*, Deborah J. Barrett, McGraw-Hill, Irwin, 2006.

Co-author of numerous mini-cases and exercises for use with classroom activities, including "the six chair game," an interactive communication exercise, co-developed with Lawrence Hampton.

Online instructional materials:

Guest speaker on interpersonal communication (Coursera, 2016)

Multi-part video on Social Fluency and Networking (Keck Center, 2011)

<http://cnx.org/content/m37016/latest/>

Three part PPT with voiceover on Panel Moderating Skills (2009):

Part I -- <https://youtu.be/4WUxU-ZI9dc> 3257 individual views at 3/14

Part II -- <https://youtu.be/TEIEoq63rC4> 2306 individual views at 3/14

Part III -- <https://youtu.be/c-3tUvqy4HQ> 2598 individual views at 3/14

Education

Accredited by the Doerr Institute for New Leaders as a leadership coach - pursuing certification through the International Coaching Federation.

M.B.A.

Texas A&M University, College Station, Texas - 1982. GPA: 3.89/4.0

- ♦ Distinguished Graduate Student Award (one of three named)
- ♦ National Sea Grant Fellowship (one of 30 selected nationwide)
- ♦ John M. Olin Foundation Fellowship
- ♦ MBA Case Competition Team Member, 1981

B.A.

Gettysburg College, Gettysburg, Pennsylvania - 1978. Biology, *cum laude*.

- ♦ President, College Union Board (Student Center)
- ♦ *Beta* national biology honor society

Volunteer Engagement

- ♦ Rice University's Office of International Students and Scholars;
- ♦ Entrepreneurial pitch coach – Texas Medical Center Accelerator (TMC/X); OWL-Spark; Red Labs; and recently named as a formal mentor for Liu Idea Lab for Innovation & Entrepreneurship (Lilie)
- ♦ First Congregational Church choir member