

Jeffrey C. Biddle
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Clermont, FL 34711
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EDUCATION:

Master of Arts, Sport and Fitness, University of Central Florida, 2010

Master of Public Administration, Troy State University, 1988

Bachelor of Applied Science, Electronics Management, Magna Cum Laude, Troy State University, 1986

Associate in Applied Science, Instructional Technology, Community College of the Air Force, 1987

TEACHING EXPERIENCE:

- **Instructor, University of Central Florida**, Clermont/Orlando, FL, 2004 – Present
Adjunct 2004-2010, hired as full time faculty-Fall, 2010

Teach classes in the Sport and Exercise Science program utilizing PowerPoint presentations and web courses. Courses taught include the following:

PET 4401, Administration and Evaluation

Course covers, in an abbreviated format, most subjects taught in a business degree program including business structure, organizational theory, job descriptions, personnel and program evaluation, leadership, management and decision making, business law, communication, risk management and budgeting. *I incorporate years of business experience in teaching this course.*

SPM 3504, Fiscal and Facilities in Sports and Fitness

Course requires students to develop a comprehensive business plan where they gain an understanding of public/private funding, income streams, local zoning and land development regulations, marketing, break-even analysis, budgeting and finance. Also focuses on all aspects of facility design including ADA requirements and other facility related information.

PET 3204, Sports and Ethics (renumbered, was SPM 3495)

Course covers fair play, sportsmanship, use of banned substances, doping, business ethics and other topics applying the three theories of ethical considerations

SPM 3415, Public Relations in Sports and Fitness

Course covers all aspects of event management providing the students with hands-on opportunities to plan, organize and participate in the operation of special events at numerous sport venues.

PET 4215, Motivational Aspects of Athletic Performance

Course includes theories of attitude, motivation, effort, persistence, mental focus, visualization and an exploration of techniques to enhance athletic and fitness performance.

PET 4795, Legal Issues in Sport and Fitness

Present legal concepts and practical information on tort, constitutional, and contract law with a focus on risk management.

PET 4925, Practicum

Supervise and advise interns, conduct degree audits and facilitate portfolio completion.

Currently enrolled and have completed 12 semester hours towards a Doctor of Education degree.

- **Adjunct Instructor, ITT Technical Institute**, Lake Mary, FL 2007

EG 452, Economics and Change - Spring 2007

Course covered supply and demand, equilibrium, trade, gross domestic product, Federal Reserve System and other macroeconomic principles.

- **Operations Training Manager, Westinghouse Savannah River Site**, Aiken, SC, 1990-1993

Developed and implemented operator training courses. Promoted to Training Manager responsible for analysis, design, development, implementation and evaluation of all training materials as well as program budgeting, long range plans and personnel. As a result of our efforts, the operator training program received full accreditation from the Department of Energy.

- **Avionic Technician/Master Instructor**, United States Air Force, Hurlburt Field, FL, 1978 – 1990

Avionic maintenance technician on special operations C-130 aircraft for six years then served six years as Technical Instructor achieving Master Instructor level. Developed and taught numerous courses and as Instructional System Development Manager (ISD), responsible for training all instructors on course development including ISD and Test and Measurement in a field training office of 25 instructors. Supervised all new course development and reviewed all course materials and lesson plans. Awarded FTD 327 Instructor of the Year, 3785th Field Training Squadron Senior Instructor of the Year and AFLC NCO Academy Academic Achievement Award.

BUSINESS EXPERIENCE:

- **Owner/Publisher, South Lake Press**, Clermont, FL, 2001– 2003

Purchased the community newspaper and through effective team building, marketing techniques, and community involvement, increased circulation and sold the business for a substantial profit.

- **Owner/Operator, The Mulberry Inn Bed and Breakfast**, Clermont, FL, 1995- 2001

Responsible for all aspects of hotel and restaurant management including budgeting, accounting, personnel, ordering, food preparation, licensing, marketing and facilities.

- **Operations Administration Manager, Westinghouse Savannah River Site**, Aiken, S.C., 1994-1995

Responsible for entire operator training program, operating procedures, human resources, budgeting and special equipment at this high level nuclear waste site. Supervised a staff of 35 in an organization of over 300 operators, supervisors and managers.

COMMUNITY INVOLVEMENT:

- **Clermont City Council Member**, 1998 – 2001

Implemented public relations strategies in effectively managing campaign and presented informational updates to numerous community organizations

- **Board of Directors, South Lake Chamber of Commerce**, 1996 – 2002

Served as President in 2000 and received Gem of the Hills Award in 2003

- **Board of Directors, South Lake YMCA**, 2004-2007

Chair, South Lake YMCA Golf Tournament, 2004 and 2005

Chair, Scholarship and Capital Campaigns 2004

- **Graduate, Leadership Lake County**, 2002