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Michael L. Bejtlich

Objective Small business consulting opportunities with for-profit and non-profit ventures in the Southeastern Massachusetts region.

Experience Professor, Management and Entrepreneurship
1993–Present Cape Cod Community College West Barnstable, MA
Coordinated management program. Initiated, developed and taught new entrepreneurship courses. Advised students involved with student newspaper, sailing club and entrepreneurship clubs. Academic advisor to students. Served in leadership position on Academic Policies and Standards Committee for three years. Worked with students to develop evening refreshment program, business plan competition, biannual speaker presentation and design, fund, implement and maintain café-style seating area called "*The Connector*." Currently chairing the program review committee for AS Business Administration degree including all concentration programs and certificates offered. Courses taught include:

- **Management***
- **Human Resources Management***
- **Introduction to Entrepreneurship***
- **Business Plan Preparation**
- **Entrepreneurial Finance**
- **Corporate Finance**
- **Management Cooperative Work Experience**
- **Entrepreneurial Cooperative Work Experience**

* = Also developed and taught Distance Learning version

Business Plan Consultant

1990 – Present Bejtlich and Associates Rochester, MA
Assist a wide variety of small businesses, non-profits and social purpose enterprises, particularly in the Cape and Islands region, to formulate business plans, strategic plans, marketing plans, funding proposals and grant proposals. Provide required training to organizational personnel as needed, to best ensure the success of plans we formulated together.

Adjunct Instructor

2004 – Present Massachusetts Maritime Academy Buzzards Bay, MA
➤ **Small Business Management** (within Marina Management Program)

Adjunct Faculty Member in Undergraduate and Graduate Programs

1990-1995 Western New England College West Barnstable, MA
➤ **Strategic Management**
➤ **Contemporary Marketing for Managers**
➤ **Small Business Management**
➤ **Managerial Accounting**
➤ **Financial Accounting I and II**

Long-Term Consultant, Computer Trainer/Application Developer
1992-1996 Maritime Terminal International New Bedford, MA

One-on-one training of terminal staff in word-processing, database and spreadsheet programs. Development of automated systems for tracking inflows and outflows of product, labor reports, budgets, financial statements and other analyses to help better manage the business operations. Development and implementation of batch and radio frequency controlled bar coding systems. Responsible for implementation of Internet/Email access throughout the (6) eastern locations. In charge of creation of in-house desktop publishing capability. Led revamping of company mission statement, logo and all promotional materials.

Full-Time Computer and General Business Instructor
1991-1993 Kinyon Campbell Business School New Bedford, MA

Taught general business, computer and accounting-related courses within intensive (5) day per week program. Also served as the Evening Coordinator in charge of student advising and supervision of evening instructors and the facility.

- **Small Business Management**
- **Business Communications**
- **Computer Accounting, Financial Accounting I, Bookkeeping**
- **Various business application courses such as DOS, dBASE, WordPerfect and Lotus**
- **Business Law**

Adjunct Faculty Member
1991-1992 Bristol Community College Fall River, MA

Taught on a part-time basis and filled in for full-time Management faculty member to teach his sections, when he needed to travel abroad, on short-notice. Later, was offered full-time faculty position.

- **Marketing**
- **Sales Management**
- **Business Math**
- **Small Business Management**
- **Management**

Group Leader, Lead Financial Analyst
1985-1990 Raytheon Company Middletown, RI

Participated in Raytheon's Corporate Financial Management Development Program. Worked in manufacturing, engineering, budgets and planning, accounting and program financial control areas. Early duties upon completion of training included financial planning, forecasting and reporting on defense-related contracts. Later duties included preparation of proposals and participation in negotiation with vendors and customers.

Education

Secondary Education Certification in Business Management
1990-1991 University of Massachusetts North Dartmouth, MA

M.B.A., Graduate School of Management

Concentration in Finance and Accounting

1986-1990 Babson College Wellesley, MA

B.B.A., Management, Honors Program, School of Management

Concentration: Human Resources Management, Graduated Summa Cum Laude

1981-1985

University of Massachusetts

Amherst, MA

Awards

- Co-Winner of Douglass Foundation Entrepreneurial Prize for Graduate Business Plan Competition at Babson College
- Commonwealth Scholar, UMASS Amherst
- Trustee Scholarship for Academic Achievement, UMASS Amherst
- Academic Achievement Award, School of Management, UMASS Amherst

Community
Projects,
etc.

- Attended (2) week 1996 SACHEM Latin American Summer Institute at UMASS, Dartmouth
- Traveled to Mexico to study the working conditions within several Maquiadoras and corresponding Texan staging points 1997
- Wrote grant for integration of Management content into Cape Cod Community College Nursing Department curriculum. Results published in the Grubb Report.
- Provided a variety of seminars and workshops for businesses, towns and state organizations, particularly regarding facilitation of the 4MAT Learning Style and Hemispheric Mode Indicator tests
- Delivered presentations at the MECC98 conference regarding telecourse development issues and integration of PowerPoint within my business curriculum
- Instructor for the American Management Association through Cape Cod Community College's Center for Business and Industry
- Championed use of technology within classrooms and lecture halls
- Participated in Tech Prep, School to Work and Summer Youth Employment Initiatives
- Former member of the Cape Cod Human Resources Association 1992-1995
- Served as Advisory Board Member for the Old Colony Regional Vocational Technical High School 2000-2002
- Worked with the Cape Cod Technology Council and the Cape Cod Economic Development Council to prepare a business plan for a high technology call center to be located on Cape Cod and received favorable attention from Senator Kennedy
- Linked the Housing Assistance Corporation on Cape Cod with the MOBD and prepared financial inputs for successful training grant proposal 2002
- Developed business plan for high technology upstart CommuniCom, a subsidiary of Bourne-based Communica. 2000-2001. Had input to formation of management team and implementation of new subsidiary
- Further assisted HAC on O'Neil Center work program for the homeless and an innovative housing program for the homeless called Dana's Fields 2002-2003
- Price Babson Fellow, Symposium for Entrepreneurial Education 2002
- Price Babson Fellow, REFLECT 2003
- Coordinated CCTC/Verizon initiative involving 8 student internships on GLIMER project to conduct market research for two local corporations: C-MAP and Akula Software 2003
- Assisted Outer Cape Health Services to prepare a business plan and funding proposal, 2003
- Worked with a consortium of arts organizations called Campus Provincetown to prepare business plan, 2004
- 2004 NACCE conference (National Association of Com. College Entrepreneurship)
- Presentation to Uzbekistani educators regarding entrepreneurial education, 2004
- Regularly work with community partners such as the Small Business Development Center, Chambers of Commerce, Economic Development Corporations, bankers and private investors.
- Currently Serving as member of Connectivity Council and Cape Cod EntreCenter