

WILLIAM TAYLOR, PMDC, MBA, PMP

Adjunct Business Professor

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Post Master's Certification in General Business

Northcentral University | Prescott Valley, AZ

MBA in Electronic Commerce

Hawaii Pacific University | Honolulu, HI

Bachelor of Science in Accounting

Hawaii Pacific University | Honolulu, HI

Project Management Professional (PMP), PMI, 2023

CORE COMPETENCIES

- Academic Program Management
- Curriculum Development & Delivery
- Higher Education Compliance
- Grant-Funded Program Management
- SaaS & CRM Implementation
- Cross-Functional Systems Deployment
- Cloud-Based Administrative Systems
- Change Management & User Adoption
- Financial Forecasting & Resource Planning

Program and Project Management Professional (PMP) with 15+ years of experience leading multi-stakeholder initiatives across higher education, government, academic operations, curriculum development, and IT infrastructure. Proven ability to manage academic programs, grants, schedules, budgets, compliance requirements, and cross-functional teams in remote and hybrid environments. Extensive background supporting faculty, administrators, and diverse student populations while delivering measurable program outcomes.

EXPERIENCE

PALOMAR COLLEGE | SAN DIEGO, CA ADJUNCT BUSINESS INSTRUCTOR

JAN 2023 - PRESENT

- Design and deliver online and in-person business, management, and customer service courses, managing academic schedules, deliverables, and learning outcomes across multiple modalities
- Apply project planning principles to course design, execution, and assessment to ensure alignment with curriculum standards and institutional objectives
- Evaluate student and course performance using defined metrics and reporting tools to support continuous improvement
- Collaborate with academic leadership and committees on curriculum standards, institutional policies, and program alignment

SOUTHWESTERN COLLEGE | CHULA VISTA, CA ADJUNCT BUSINESS INSTRUCTOR

JAN 2022 - PRESENT

- Deliver business instruction while coordinating schedules, resources, and performance assessments across diverse student populations
- Maintain consistent communication with faculty and administrators to ensure course quality, compliance, and successful delivery

**CALIBRE SYSTEMS INC | ALEXANDRIA, VA
VETERANS CURRICULUM & ACADEMIC INITIATIVES /
PROGRAM SUPPORT**

APR 2021 - SEP 2021

- Collaborate with faculty, administrators, and community partners to design and launch a Project Management Certified Associate (CAPM) preparation program aligned with institutional and industry objectives
- Plan and deliver curriculum using iterative scheduling and risk management methods, adjusting scope and timelines based on feedback and changing requirements
- Manage program schedules, resources, and budgets, including securing and administering a state grant to fund curriculum development
- Build and facilitate project-based learning simulations and develop performance dashboards to assess outcomes and improve program quality

**SOUTHWESTERN COLLEGE | CHULA VISTA, CA
VETERANS SERVICES SPECIALIST**

OCT 2016 - DEC 2019

- Directed cross-functional system enhancement initiatives supporting VA certification and student services operations, coordinating Admissions, Finance, Counseling, and IT stakeholders to optimize data accuracy, workflow automation, and compliance reporting.
- Designed dashboards and reporting tools to monitor performance, improve operational efficiency, and support data-driven decision-making.
- Led risk mitigation efforts related to regulatory compliance (GI Bill, CAL VET), ensuring system integrity and audit readiness.

**ALLIED AMERICAN UNIVERSITY | LAGUNA HILLS, CA
SENIOR MILITARY OUTREACH MANAGER**

NOV 2013 - FEB 2016

- Led the end-to-end implementation of a department-wide CRM system, defining business requirements, coordinating cross-functional stakeholders, managing risk, and overseeing configuration and adoption across multiple functional teams.
- Partnered with IT, enrollment, academic leadership, and external vendors to manage scope, timelines, testing, training, and deployment, ensuring system readiness and successful go-live.
- Managed project schedules, resource forecasts, and performance metrics to support enrollment planning and operational scalability.
- Facilitated stakeholder meetings, tracked dependencies, and delivered executive-level status updates to ensure transparency and alignment across departments.
- Developed SOPs, user guides, and training materials to ensure knowledge transfer and long-term system sustainability post-implementation.

**CENTRAL TEXAS COLLEGE | SAN DIEGO, CA
SITE DIRECTOR AND ADJUNCT INSTRUCTOR**

JAN 2011 - JAN 2014

- Direct operations for three military education satellite campuses, managing staffing, scheduling, training, and performance management
- Provide academic advising and program guidance to 500+ military students monthly across in-person and remote channels
- Plan and execute outreach strategies and academic programming aligned with institutional goals
- Design curriculum and deliver business and accounting instruction in classroom and online formats

**TRA ADVOCATES | IRVINE, CA
DIRECTOR OF NEW BUSINESS DEVELOPMENT**

DEC 2019 - MAR 2020

- Led research initiatives to identify new business opportunities within the tax services industry
- Planned and executed marketing initiatives and outreach strategies to support organizational growth
- Coordinated stakeholder communications and tracked engagement outcomes to refine targeting and execution

**SOUTHERN STATES UNIVERSITY | SAN DIEGO, CA
ADJUNCT ACCOUNTING INSTRUCTOR**

JUN 2015 - MAY 2022

- Designed and delivered undergraduate and graduate-level business, accounting, and marketing courses in classroom and online environments
- Managed multiple concurrent courses, schedules, and grading cycles while maintaining quality and on-time delivery
- Worked with international and diverse student populations, adapting communication and project timelines to ensure success
- Partnered with academic leadership on curriculum alignment, policy discussions, and program improvements

**UNITED STATES NAVY | SAN DIEGO, CA
PROJECT TEAM LEADER**

JAN 2006 - SEP 2010

- Led a 20-person cross-functional team in planning and executing complex logistics and operational projects using structured schedules, risk management, and resource allocation
- Achieved a 98 percent flight mission success rate by aligning timelines, personnel, and stakeholder communications
- Managed budget and resources for a \$1.2M operation, ensuring cost control and alignment with strategic objectives
- Mentored and coached 15 junior personnel, increasing team performance by 40 percent through structured training and feedback loops
- Developed and implemented a comprehensive training program for a 25-person unit, improving operational readiness by 25 percent