

**Elizabeth C. O'Sullivan**  
Jones Graduate School of Business ♦ McNair Hall, Room 243  
6100 Main Street, Houston, TX 77005  
[betho@rice.edu](mailto:betho@rice.edu) ♦ (713) 348-3851

## ACADEMIC AND INDUSTRY EXPERIENCE

July 2015 - present Rice University, Jones Graduate School of Business

**Senior Lecturer in Management**  
Rice Center for Engineering Leadership  
**Lecturer in Professional and Engineering Communication**

Teach core communication competencies to Executive and Professional MBA students. Piloted and delivered undergraduate course in communication for engineers – teaching effectiveness 1.0 (outstanding).

May 2013  
to June 2015

**Rice University, Jones Graduate School of Business (JGSB)**  
**Director of MBA Communication Program – Houston, Texas**

Ensure that Rice MBA students receive the instruction, practice, and coaching they need to become effective business communicators, based on consistent, core learning objectives across all MBA tracks.

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**  
**Jesse H. Jones Graduate School of Business - Houston, Texas**

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, and computer services industries, including Akin Gump, Boston Consulting Group, Halliburton, NOV, and Institute for International Education.

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:**

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

- Part I -- <http://youtube/4WUxU-ZI9dc> 3257 individual views at 3/14
- Part II -- <http://youtube/TEIEoq63rC4> 2306 individual views at 3/14
- Part III -- <http://youtube/c-3tUvqy4HQ> 2598 individual views at 3/14

Multi-part video on Social Fluency and Networking (Keck Center, 2011)  
<http://cnx.org/content/m37016/latest/>

### **Education**

#### **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;
- ◆ Institute for International Education;
- ◆ American Field Service (as host family and/ or liaison for exchange students)
- ◆ Entrepreneurial pitch coach – OWL-Spark, TMC/Village Capital