

# EDWARD ANTHONY GREENE

Huntsville, AL | edwardgreeneIT@gmail.com | (256) 387-0138 | [linkedin](#)

## PROFESSIONAL SUMMARY

AI Literacy Educator and Applied Prompt Specialist with a background in instructional systems design, technical integration, and user-centered curriculum development. Combines over a decade of hands-on technical service, team training, and security compliance with advanced experience in building scalable AI learning frameworks. Skilled in transforming complex language model concepts into accessible, actionable knowledge for diverse audiences.

## CORE COMPETENCIES

Instructional Design • Prompt Engineering • AI Literacy Training • ChatGPT Workflow Development • LLM Use-Case Modeling • Curriculum Development • Learning Systems Design • User-Centered Instruction • Technical Writing • AI Ethics Education • SOP Documentation • Remote Learning Support • Virtualization Tools (VirtualBox, VMware) • RHEL 9 Linux Administration • LMS Familiarity • System Integration • Professional Development Content • Procedural Onboarding • Interactive Training Systems

## HIGHLIGHTED PROJECTS & CONTRIBUTIONS

### Project: Forge's Gate - Modular Table Top RPG System

*Designer, Lead Systems Architect (2015 to Present)*

Forge's Gate is an original tabletop roleplaying system designed to teach through interaction, with a focus on modular progression, intuitive mechanics, and narrative integration.

- **Structured Multi-Tier Mastery:** Developed a scalable character progression system with layered skill trees and balanced tier advancement, enabling gradual mastery through play.
- **Created Player & GM Resources:** Authored 30+ templates including Class Sheets, Profession Templates, and procedural indexes to support structured learning and guided facilitation.
- **Designed Layered Instructional Flow:** Embedded mechanics that introduce concepts gradually through gameplay, reinforcing learning via exploration, pattern recognition, and consequence.
- **Managed Cognitive Load:** Sequenced material across skill levels with visual cues and modular design, ensuring clarity while scaling complexity naturally over time.
- **Unified Narrative and Mechanics:** Aligned game lore with mechanical systems to reinforce player engagement and deepen comprehension through immersive storytelling.
- **Applied Iterative User Testing:** Integrated structured feedback from players and Lorebinders (Game Masters) to refine instructions, interaction pacing, and the system's glossary and indexing.

### Guide: ChatGPT Personal Assistant Setup

*Author (2025)*

Created a modular guide titled "How to Set Up a ChatGPT Project as a Personal Assistant" to help non-technical users build scalable AI workflows for personal and professional use.

- **Designed Step-by-Step Framework:** Outlined a user-friendly onboarding system to teach prompt structuring, memory integration, and file-linked project continuity.
- **Established Structural Standards:** Defined best practices for organizing memory threads, formatting conventions, and prompt indexing for reuse and clarity.
- **Embedded Ethical & Reflective Use:** Encouraged intentional AI use with language focused on cognitive alignment, responsible prompting, and user-defined values.
- **Promoted Experiential Learning:** Emphasized hands-on setup and iterative refinement to support learning-by-doing and long-term user confidence.

## PROFESSIONAL EXPERIENCE

### Allied Universal Security

March 2023 to Present

#### Senior Security Guard

Huntsville, Alabama

- Designed and delivered onboarding for new officers, covering SOPs, site protocols, and post responsibilities.
- Monitored surveillance and access systems to ensure real-time risk response and federal compliance.
- Enforced Lockheed Martin Post Orders, aligning daily operations with documented procedures and safety standards.
- Coordinated task handoffs and site communications between security staff, management, and client-side leadership.

### BC Tech Pro

June 2021 to January 2023

#### Field Repair Technician

North Alabama Area

- Delivered Tier 1–2 support and created SOPs for end-user troubleshooting.
- Integrated ticketing insights into a technician-facing procedural training module.

## EDUCATION

2014-2016 Associates of Information Technology in Network Systems Administration, *ITT Technical Institute*

## CERTIFICATIONS

- CompTIA Security+
- Dell Certified Field Technician
- HP Certified Field Technician