

***Jennifer Stanley***

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**OBJECTIVE:** Seeking employment opportunities in web development, user experience, user interface, back-end, front-end, and full-stack positions.

**EDUCATION:**

Master of Science, Educational Technology, May 2013

University of Arizona South, Tucson, Arizona

Master of Agriculture Education, Agriculture Education, May 2012

University of Arizona, Tucson, Arizona

Bachelor of Science, Agriculture Technology Management, May 2010

University of Arizona, Tucson, Arizona

**WORK EXPERIENCE:**

Instructional Designer, Arizona State University, February 2016 - Present

- Build non-credit courses for Lean Six Sigma courses (Yellow Belt, Green Belt, Black Belt)
- Migrate courses from one LMS to another LMS
- Consult with faculty weeks prior to first day of courses
- Work with faculty building and managing their Online/Hybrid/Traditional Courses
- Provide a pedagogical approach to teaching online for newly Online Instructors
- Manage existing courses and review, organize, suggest updates before each session
- Troubleshoot minor and major issues in courses
- Manage course tools and LMS support
- Manage and provide support in the Green Room Recording Studio: recording/editing videos
- Supervise student worker
- Check Online courses to meet Quality Matters guidelines
- Attend Quality Matters workshops for certification
- Troubleshoot LMS problems and provide preventive measures
- Test new technology for online course usage
- Attend Professional Development opportunities
- Assist Instructors with resources on campus
- Provide consultation on designing online curriculum and maintain contact after deployment
- Create, update, and disseminate training materials to assist SME with online teaching
- Research and implement new technologies, understand current trends in online instruction and have a working knowledge of faculty courses
- Host webinar trainings regarding best practices of teaching online
- Work in collaboration with other Instructional Designers at ASU

Adjunct Instructor, Instructional Department, Navajo Technical University, August 2013 – May 2016

- Prepare and teach Online courses every semester
- Provide student assessments in regards to performance measures
- Prepare and maintain curriculum, course outlines, and instructional material
- Encourage student success

- Prepare lesson plans that incorporate various instructional technology, multi-media, integration strategies designed to meet the educational, multisocial and emotional needs of the students
- Take and maintain student attendance records
- Design tests and evaluate achievement of students
- Provide feedback on work and assignments to students in a timely manner
- Hold regular office hours to assist students
- Maintain confidentiality of all privileged information

E-Learning Director, Instructional Department, Navajo Technical University, June 2013 – Feb 2016

- Prepare and teach Online courses every semester
- Utilize Jenzabar, Student Information System, Supervise an employee and student Interns
- Recruit faculty to teach online or hybrid courses at NTU
- Oversee faculty whom teach online and provide support and guidance
- Work with online faculty and campus faculty to design and implement online assessment and program evaluations for online classes and programs
- Recruit students for the online courses
- Aid potential students with online admissions, registration, ensuring that online students are properly admitted and enrolled in their courses
- Work with campus web developer and other campus technology personnel to improve the E-Learning environment
- Work with the Registrar's office on online admissions and registration processes.
- Provide strong, consistent leadership in the development and successful implementation of a new Learning Management System
- Assist in writing proposals for funding to help build the E-Learning system at the college
- Facilitate MOODLE Faculty Training and Student Orientations
- Maintain the MOODLE database
- Conduct Course and Program Assessment Reports campus wide
- Create educational instructional steps for MOODLE
- Report to supervisor with updates and receive tasks
- Collaborate with multiple departments to enhance Online Education
- Create and support the transfer of traditional curriculum to Online curriculum
- Coordinate with faculty and staff at the Chinle Instructional site for MOODLE training
- Coordinate Dual Credit courses with surrounding High Schools
- Supervise the E-Learning Technician and provide support to student interns

Research Assistant, Soil, Water and Environmental Science Department, UA, Fall 2011 – Winter 2012

- Research background information on the Tohono O'odham reservation
- Create educational modules on the impacts of mining
- Create networks and establish a building relationship with tribal members
- Report to supervisor with updates and receive tasks
- Present updated information on research to coworkers

Graduate Assistant, Arizona Assurance, UA, Fall 2010 – Fall 2011

- Supervise and provide support to twelve undergraduate preceptors for thirteen colloquiums
- Coordinate with eleven professors to support preceptors to lead discussion classes
- Communicate and provide updates to stake holders involved in assignments

- Meet with Arizona Assurance scholars that are on academic probation to increase their grade point average

Website Assistant, Arizona Cooperative Extension, UA, Fall 2009 – Spring 2011

- Update and maintain the website, convert Dreamweaver files to Drupal
- Create photoslides for website and presentations
- Communicate effectively with supervisors and extension agents
- Train extension agents on how to upload information to the website
- Manipulate photos using Adobe Photoshop and Fireworks

Supplemental Instruction Supervisor, Think Tank, UA, Fall 2009 – Spring 2010

- Supervise undergraduate students, Supplemental Instruction Leaders
- Provide support to students in the area of math, science and natural science courses
- Communicate with Supplemental Instruction Coordinator and Leaders for the days tasks

Website Developer, Adams Morgan Main Street, Washington D.C., Summer 2009

- Develop various website layouts for possible website options
- Volunteer with various events, creating flyers

## **RESEARCH EXPERIENCE:**

NASA Space Grant Undergraduate Research Internship, University of Arizona, 2008-2009

- Develop websites using Map@syst, Media-wiki, and Moodle, GIS, GPS,
- Work with Adobe products to create electronic media, audio, visual, online collaborative mapping
- Empower youth ages 12-17 through website design capacity development
- Work with Pascua Yaqui Intel Clubhouse

Developing Curriculum on Open Source Software, Summer Research Institute, University of Arizona (UA), Summer 2008

- Conduct research under the supervision of Dr. Jack Elliot of the Agriculture Education Department at The University of Arizona.
- Determine the possibility of developing curriculum from Open Source Software.
- Create and convert new and existing curriculum to KompoZer and GIMP applications
- Research was sponsored by the Summer Research Institute and the Graduate Program from The University of Arizona in the Summer of 2008.

## **SPECIAL SKILLS:**

- Learning Management System: Blackboard, Canvas, Moodle, Desire2Learn
- Computer: Microsoft Word, Microsoft Office & Works, Excel, Access, Power Point, Spreadsheet, Google Chrome, Internet Explorer, Firefox, Safari, Content Manager Systems (CMS), Wiki, Adobe Fireworks, Adobe Premiere, Adobe Encoder, Adobe Captivate, Adobe Photoshop, Adobe Illustrator, Adobe Fireworks, KompoZer, GIMP, Drupal, ESRI ArcView, iMovie, Google Drive, Google Tools, Google Earth, Audacity, familiar with Jenzabar, GoAnimate, Powtoons, YellowDig, Digication, PlayPosit, VoiceThread, MediaAmp, Modalis, Panapto.
- Macintosh, Windows and Linux