KATE LANEY

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434-987-5794

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SKILLS

- Excellent oral and written communication
- Precise, detail-oriented, organized, versatile
- Proven ability to learn new skills and industries quickly and well
- Capable of taking direction well; self-motivated
- Proficient in HTML/CSS/XML/ Adobe CS/Microsoft Office/ Articulate Storyline
- Learning all aspects of full-stack web development (JavaScript, MongoDB, Express, React, Node.js)

EDUCATION

University of Richmond
*Full-Stack
Web Development Program*
July, 2019 – Present

University of Virginia
Doctoral Student, Medieval English Literature
2011 – 2013

The Ohio State University
Bachelor of Arts, English Literature
2006

EXPERIENCE

Virginia Center for Policing Innovation
Curriculum Developer/Program Coordinator
October, 2018 – August, 2019

- As Curriculum Developer, wrote and designed curriculum for public safety officials, utilizing Articulate Storyline for story-boarding and e-Learning course design and development
- As Program Coordinator, managed components of over $1 million in grants, including the VINE victim notification system and VCPI and COPS Portal Moodle-based learning management systems

CSX Transportation, Richmond, VA
Education and Training Consultant
July, 2015 – July, 2018

- As independent contractor, conducted research, designed, and implemented training materials for Transportation & Engineering employees
- Used instructional design software (Microsoft PowerPoint, Adobe Acrobat, Captivate, Illustrator, InDesign, and Photoshop) to create standardized training material templates (digital and print) for use throughout the Baltimore Division
- Liaised with company management and labor employees to create data cloud and determine necessary information for inclusion
- Curated and standardized collected information
- Provided metric forecasts for management for use in disciplinary retraining

Piedmont Virginia Community College, Charlottesville, VA
Instructor of English
August, 2013 – May, 2014

- Prepared and taught materials for introductory writing courses, focusing on logic, argument structure, content, coherence, and clarity in accordance with college curricular requirements
- Utilized available technologies and educational tools (including Microsoft PowerPoint, Adobe Web and Design Creative Suite, and Adobe Captivate, web sites, PVCC and UVA libraries, etc.) to enrich curriculum through development of both synchronous and asynchronous modules
- Maintained complete student records on Learning Management Systems Blackboard and PeopleSoft
- Participated in introductory software testing for tracking student progress across all enrolled courses

EXPERIENCE

University of Virginia, Charlottesville, VA

Graduate Teaching Assistant, Graduate Assistant

August, 2011 – May, 2013

- As Graduate Teaching Assistant, taught materials for introductory writing and literature courses according to college curricula requirements
- Utilized available technologies and educational tools (including Microsoft PowerPoint, Adobe Web and Design Creative Suite, and Adobe Captivate, web sites, UVA library, etc.) to enrich curriculum through development of both synchronous and asynchronous modules
- Maintained complete student records on Learning Management Systems Blackboard, Collab, and PeopleSoft
- As Graduate Assistant, worked with Institute for Advanced Technology in the Humanities to design, code, and maintain website (http://piers.chass.ncsu.edu/) in CSS/HTML/XML utilizing Adobe Dreamweaver

Peter F. Drucker School of Management, Claremont, CA

Graduate Admissions Coordinator

October, 2010 – May, 2011

- Tracked student application and admissions process, including department information such as fellowship and aid awards, provisional and conditional admissions decisions, and interview schedules

California State University, San Bernardino, San Bernardino, CA

Alternate Media Coordinator/Web Accessibility Consultant

January, 2007 – May, 2010

- Oversaw production of electronic textbooks for students with disabilities, including:
  - Creating and maintaining Access-based database to track production, publisher contacts, and student accommodations;
  - Developing schedules for production of approximately 1,000 books per quarter;
  - Developing and implementing new strategies of production to improve efficiency, quality, and timeliness of delivery;
  - Serving on university's Accessible Technology Initiative committee
- Wrote and edited standards manuals for accessible electronic documents for university
- Analyzed and tested university webpages for compliance with ADA standards