

INSTRUCTIONAL DESIGNER

Summary

Motivating and talented Instructional Designer driven to inspire students to pursue academic and personal excellence. Strives to create a challenging and engaging learning environment in which students become life-long learners.

Highlights

- Effective use of multi-media teaching tools
- Exceptional written and verbal communicator
- Online course instructor
- Innovative teaching methods
- Accomplished academic advisor
- Innovative thinker
- Natural leader

Experience

Company Name August 2012 to Current Instructional Designer

City , State

- Collaborate one on one with subject matter experts during new online course development and design.
- Appraise course creation quality by identifying and providing for developmental needs and take corrective action when necessary.
- Apply the appropriate learning theory, instructional theory, and applications of media to online instruction.
- Plan, design, and develop effective instructional materials that are functional, intuitive, informative, and consistent with sound instructional design principles for online learning.
- Plan and develop faculty workshops and trainings in areas of instructional design and in the use of specific instructional technology tools, to assist faculty with learning about educational technology and online instructional methods.
- Remain current with and have a thorough understanding of the emerging applications of instructional multimedia, instructional technology and trends in online education, and implement improvements.
- Research, evaluate and recommend appropriate hardware and software to achieve academic objectives.
- Peer Reviewer certified for Quality Matters and Adjunct Instructor, teaching Introduction to Online Learning and College Studies.

Company Name July 2011 to August 2012 Internet Support Specialist

City , State

- Answered basic and complex computer questions related to the college's learning management system - Blackboard, for faculty in-person or via e-mail or telephone; facilitated "start-up" for internet courses for faculty and students; handled initial contact with internet students; taught login procedures and other start-up skills to students for learning effectively online; provided all faculty training and support on Blackboard software, provided training and support for other instructional internet software, such as Smarthinking, Turnitin, and various audio and learning object software; prepared tutorials for faculty and students on common procedures that pertained to online learning; worked with the Instructional Designer to provide group trainings for faculty on Blackboard or distance learning software; maintained the course evaluation database, distributed the course evaluation information to appropriate personnel; archived all courses regularly and help in the recycling process between semesters; maintained the web pages for the Distance Learning department.

Company Name July 2008 to July 2011 Registration & Facility Assistant

City , State

- Oversaw midterm and final grading for all credit classes.
- Performed clerical tracking of all rosters, incomplete grades, and grade verification.
- Coordinated student nonattendance letters, and grade mailings.

- Scheduled facilities for college and community use and kept billing records that was then forwarded to accounts payable.
- Processed and input course master files for all outreach and community education courses.
- Assisted with registering all students, collecting tuition and fees and processing add and drops.
- Handled phone-in registration and billing.
- Updated as needed the Registration & Records information on the college's web page and campus portal.
- Assisted other staff members in the office as needed.

Company Name December 2007 to June 2008 Bookkeeper
City , State

- Processed payables, payroll, bank reconciliations, invoicing, monthly sales tax, quarterly payroll reports, and handled general bookkeeping duties.

Company Name February 2006 to June 2007 Accounts Payable Coordinator
City , State

- Processed invoicing of operating expenses for payment; ensured proper approval of invoices before payment; processed payment for the expenses incurred from all company activities and operations; trained new employees on travel and expense reimbursement procedures.

Company Name August 2004 to May 2005 Accounts Receivable Technician
City , State

- Receipted incoming cash, credit cards, and checks; invoiced, receipted, and billed third party accounts; was responsible for daily deposit, and assisted students with their billing questions.

Company Name July 1996 to May 2004 Program Coordinator
City , State

- Maintained three department budgets; created monthly contracts for adjunct faculty; created schedules for academy students; created new and updated information on website for the program and the college's sports teams; evaluated instructors; ensured campus security; supervision of instructors, security interns, and work-studies; scheduled and maintained records for safety training classes; ensured overall smooth operation of all three departments by coordinating with the faculty, students, staff, and general public; was a lead instructor for several classes for the program and the academy.

Company Name September 1995 to July 1996 In-service Coordinator
City , State

- Coordinated in-services for staff and kept training records updated; was responsible for clerical support for Residential and Vocational supervisors; processed insurance billing and typed patient reports for the Speech Therapist.

Company Name May 1991 to September 1994 Accounting Clerk
City , State

- Processed weekly accounts payable; maintained saving and checking accounts for clients; assisted in accounts receivable billing and recording of payments; processed bimonthly client payroll.

Education

University of Wyoming 2014 Master of Education : Instructional Technology City , State

Franklin University 2011 Bachelor of Science : Public Safety Management City , State

Colorado Northwestern Community College 2003 Associate of Applied Science : Criminal Justice City , State

Technical Trades Institute 1992 Associate of Occupational Studies : Accounting City , State

Interests

Former Volunteer Soccer Coach for local youth Former Victim Services Advocate Former Board Member Volunteer Fire Department

Skills

Course development
Additional Information

- Former Volunteer Soccer Coach for local youth
- Former Victim Services Advocate
- Former Board Member Volunteer Fire Department