**PROFESSIONAL SUMMARY**

Dedicated learning and performance development manager with 25 years leading the design, development, and delivery of various forms of online and blended-learning programs and projects across multiple functional areas for professional adults and graduate students. Demonstrated ability to analyze evaluation data to make educated decisions during program implementation; to identify program success factors and results; and to create compelling reports and presentations of ultimate program value for stakeholders.

**Highlights of Expertise**

* Ability to manage multiple projects and people in a fast-paced environment
* Strong collaborative skills across multiple functional disciplines
* Exceptional ability to develop content, materials, and media to meet detailed design specifications and support overall learning outcomes.
* Knowledge of SCORM model and conformance specifications.
* Strong working knowledge of learning technologies and support systems, such as collaborative learning software, learning management systems.
* Experience applying rapid course development models (ADDIE 🡪 SAM)
* Proficient with numerous software and hardware combinations such as:
  + Authoring tools such as Captivate, Articulate, Presenter
  + Adobe Creative Suite software including Photoshop, Fireworks, Illustrator
  + Microsoft suite of software such as Word, PowerPoint, Excel, Project

**Professional Experience**

Curriculum Development Manager 10/2003 to Present

*Center for Advanced Transportation Technology (CATT), University of Maryland (UMD)*

*College Park, Maryland*

As the curriculum development manager, these are my main responsibilities and accomplishments at CITE:

* Plan and manage course development projects
* Manage the instructional design and course development functions for CITE
* Design exercises and activities that enhance the learning process for learners enrolled in CITE and FHWA courses
* Apply instructional design theories, practices, and methods to engage learners enrolled in CITE and FHWA courses
* Run design meetings where instructional graphics, interactions, and user interfaces are designed and implemented in the final product for CITE and FHWA courses
* Determine the instructional design methodologies used to develop CITE and FHWA courses
* Manage collaborative relationships with Web/Media Programmer and Digital Media Specialist to develop and publish CITE and FHWA courses
* Manage collaborative relationships with (blended course) instructors and subject matter experts (SMEs)
* Design and develop instructional and non-instructional interventions for CITE and FHWA courses
* Decide on criteria used to judge learner performance and develop appropriate assessments for CITE and FHWA courses.
* Modify existing CITE and FHWA instructional materials
* Develop and/or modify course and lesson learning outcomes and objectives for CITE and FHWA courses
* Manage quality assurance functions, and pilot course offerings
* Train instructors/professors on how to use LMS
* Write and edit proposals, user documentation, and other on- and off-line technical content
* Increased effectiveness and proficiency of students through elearning to gain and/or maintain specialized certification
* Implemented student course evaluation system
* Designed and developed root cause analysis methodology for student assessment failures
* Developed a training and capacity building framework for transportation operations technicians, engineers, and managers as part of the National Cooperative Highway Research Program

Instructional Designer 11/2001 to 10/2003

*Center for Advanced Transportation Technology (CATT), University of Maryland (UMD)*

*College Park, Maryland*

As a contract employee, I had the following responsibilities and accomplishments:

* Implemented ADDIE course development model
* Designed and developed instructional and non-instructional interventions for CITE courses
* Trained UMD/CITE employees on how to use course development tools
* Trained UMD/CITE employees on how to use university-specific and CITE-specific LMSs
* Designed interactive Flash-based exercises and activities
* Performed formative and summative evaluations of new CITE courses for a Learning Anytime, Anywhere Partnership Grant awarded to CITE by the U.S. Department of Education Office of Post-Secondary Education

Instructional Designer/Project Manager 10/1999 to 10/2000

*Intelligent Automation, Inc.*

*Rockville, Maryland*

As a contract employee, I had the following responsibilities and achieved the following:

* Managed web development & programming, instructional design, web design, and graphics design tasks for a distance learning project for the CITE Consortium which is affiliated with the Center for Advanced Transportation Technology (CATT) at the University of Maryland (UMD).
* Wrote and edited educational content for web-based, graduate-level courses in the area of Intelligent Transportation technology.
* Developed reading comprehension interactions for “LADDER.” LADDER is web-based adult literacy aid that uses latent semantic analysis techniques to judge reading comprehension.

Technical Writer/Instructional Designer 9/1993 to 9/1999

*The Learning Company, Inc. (School Development – formerly SkillsBank)*

*Baltimore, Maryland*

As both the only technical writer and one of three instructional designers, I had the following responsibilities:

* Developed interactive help systems and tutorials for all products, including SkillsBank, Cornerstone Reading, Cornerstone Math, and Cornerstone Language Arts.
* Wrote all software and content manuals for a variety of educational software products.
* Wrote educational content in subject areas such as language usage, reading, mathematics, writing, and information skills for students ages 8 through adult
* Designed interfaces for computer-based courseware

**EDUCATION**

University of Maryland University College

Master of Science in Distance Education 2010

Research Paper: “Using Online Discussion Forums to Facilitate Knowledge Transfer in the Intelligent Transportation Systems (ITS) Community of Practice (CoP)”

University of Maryland University College

Bachelor of Science in Information Systems Management 2005

**professional MEMBERSHIPS**

Society for Technical Communications ITS America

The Sloan Consortium eLearning Guild

NC Distance Learning Association (NC-DLA) Online Learning Consortium (OLC)

Association for Talent Development (ATD)