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\*\*Resume for Tracy Rusch\*\*

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Professional Summary

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Technical Writer & Instructional Designer: I bring more than twenty years of experience as an educator, writer, administrator, and project manager in academia to my new career in technical writing and instructional design. My areas of expertise include:

- Writing for audiences at all levels of knowledge and sophistication

- Communicating complex concepts in understandable, user-friendly language

- Designing instructional documents and experiences customized for the end user

As a teacher and university professor I pursued a mission to make learning math more interesting and accessible to a broader range of students, and in the process eliminate the confusion and insecurity that lead to the math anxiety and avoidance that plagues far too many adults.

To that end, my work – research, teaching, and writing – focused on strategies to help students easily understand the logic and reasoning behind the computational algorithms. In other words, understand the why in addition to the how. My goal is to now transfer those skills for analytic thinking and precise communication to the field of technical writing and/or instructional design.

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Achievement Summary

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- Turned hundreds of anxious and failing math students into confident, successful and interested math students, some of whom went on to pursue careers in math, physics, and other STEM professions. To do this, I designed lessons and instructional documents that explained complex concepts clearly and concisely.

- Wrote journal articles, made presentations at regional, national, and international conferences, and taught workshops sharing strategies to develop students’ understanding of math concepts with both teachers and teacher educators. Topics addressed spanned a range from arithmetic through calculus.

- Wrote curriculum and instructional materials for teacher education courses, at both the undergraduate and graduate level. Courses were designed to help teachers develop their own understanding of the why and strategies to help students understand the why, so that teachers could bring that focus into their own instruction.

- Wrote curriculum and instructional materials for math courses, from arithmetic through calculus, with a primary focus logic and reasoning (why the concepts make sense) in addition to computational competence (how to get the right answer).

- Created hundreds of original illustrations and graphics to support the courses, workshops, presentations, and publications listed above.

- Managed over 20 large, complex projects, from initial planning through completion. Projects included a 2-year research study with 200 human subjects across three higher education institutions and an 18-month project for the College of Arts & Sciences at Tufts University that led to a 10-year accreditation approval.

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Technology & Tools

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- Expert in all Microsoft Office applications, including:

- Review tracking, equations, and graphics in Word

- Animations and other enhancements in PowerPoint

- Website development (WordPress and Weebly)

- Collaboration utilities including Slack and GitHub

- HTML, RST, XML, DITA, and DocBook

- Online meeting utilities, including Join.Me, GoToMeeting, and Skype

- Relational database use and programming, including Filemaker Pro and EndNote

- All academic research databases

Learning in progress via technical writing certificate program and independent study:

• Madcap Flare • Camtasia • Adobe Suite

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Employment Summary

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2018 – PRESENT

Career Change to Technical Writer & Project Manager

- Writer for Ask Wonder

- Tech Writing Certificate

2015 – 2018

High School Math Teacher

Contract & Long-Term Substitute

- Derryfield School

- Pinkerton Academy

- Block Island School

2011 – 2015

Consultant & Project Manager University Accreditation

- Wentworth Inst. of Technology

- Tufts University

GentleMath Tutoring & Professional Development

- Private Students

- Sturbridge MA High School

SUMMER & FALL 2010

Sailboat Cook & Crew

Transatlantic Journey from Maine to England

2006 – 2010

GentleMath Tutoring & Professional Development

- Private Students

- Landmark College

- Portsmouth NH Public Schools

- Southern NH University

- Bedford NH High School

- Milford NH High School

1997 – 2006

University Professor

Mathematics Education

- Wright State University, Dayton, Ohio (1999-2006)

- University of NH, Durham (Post-Doc, 1997-1999)

1992 – 1997

Graduate Student (PhD)

University of Texas, Austin

BEFORE 1992

High School & Community College

Mathematics Teacher