

Caroline D. Hardin

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Work Experience

Instructional Technology and Communication Assistant

DoIT Academic Technology, University of Wisconsin at Madison

2013–present

Madison, WI

- Development in JavaScript, CSS and HTML for ARIS and SIFTR.
- Game design, testing, and user training on ARIS.
- MOOC forum moderation and tech support.
- Case Scenario/Critical Reader digital narrative tool technical support.
- Academic Technology technical support for campus faculty and staff.

Director of Religious Education

James Reeb Unitarian Universalist Congregation

2011–2014

Madison, WI

- Recruited, trained, and supervised over 20 volunteer teachers per semester.
- Coordinated inspiring and meaningful curriculum activities across 5 classrooms (ages 0 – 18).
- Organized community building workshops, fairs and events.
- Created and maintained digital pedagogy support and communication tools.

Technical Support Coordinator

United Cerebral Palsy of Greater Dane County

2012–2013

Madison, WI

- Provided technical support and training for over 65 Windows and iPad users.
- Administered Windows Server 2008, Exchange 2010, anti-virus, security, and backup systems.
- Developed organization-wide technology strategy to take advantage of new digital tools.

Volunteer Coordinator of Educational Technology

Sector67

2012

Madison, WI

- Organized and taught courses on technology topics, including Linux, Java, and Technology for Students.

Adjunct Instructor of Information Technology

ITT Technical Institute

2011

Madison, WI

- Taught Introduction to the PC, Windows 7, and Linux System Administration.

Program Chair of Information Technology

Globe University East

2010–2011

Madison, WI

- Provided programmatic support for students and faculty with training, advising, recruitment, and hiring.
- Developed and maintained facility and curriculum resources, including a Blackboard implementation.
- Organized and led community workshops.
- Taught a variety of IT courses, including Operating Systems, Microsoft Office, Keyboarding, and Introduction to Computer Literacy.

Database Design Volunteer

Grassroots Leadership College

2010–2012

Madison, WI

- Re-designed FileMaker databases for conversion to CiviCRM; recovered data with Pentaho.
- Led a committee of IT volunteers in setting a new IT vision.

- Troubleshoot general office technology issues and provided various tech trainings.

Peace Corps Information and Communication Technology (ICT) Teacher Volunteer 2007–2010
Peace Corps Ghana Nalerigu, Ghana; Mampong, Ghana

- Creatively used limited resources to teach hands-on skills and theory to over 850 high school students, 200 elementary students, and 220 adults. Class sizes ranged from 4 to 70 students.
- Set up, administered and designed curriculum for one of the first networked dual boot Ubuntu Linux/Windows XP labs in Ghana.
- Mentored 5 high-school and university teachers with lesson planning and instructional design.
- Trained dozens of academic staff members in basic computer skills, hardware repair, software installations, and lab administration.
- Coordinated and produced student cultural dance and HIV/AIDS educational video projects.
- Helped organize the website, served as a group leader, and taught ICT at 3 annual week-long STARS (Students Taking Action Reaching For Success) high-school conferences.
- Created, promoted and distributed the ICT Resource CD for ICT teachers and students, which contained a full range of culturally appropriate instructional materials including lesson plans, exams, textbooks, educational open source software, and classroom technology tips.
- Coordinated the ICT Think-Tank: representing over 140 volunteers, this committee worked on dozens of cutting-edge technology projects, including designing and creating informational websites, writing educational computer lab manuals, and developing the Library Linux operating system.
- Organized and led the ICT technical training for incoming volunteers at numerous workshops and conferences.
- Organized and led four clubs (Staff Ubuntu Linux Club, Elective ICT Club, Websites and Internet Club, and the Middle School Girls Club) and coordinated projects with an HIV/AIDS club.

ESL Computer Tutor Volunteer 2006–2007
Minnesota Literacy Council Minneapolis, MN

- Tutored ESL adults in basic computer skills.

Information Support Specialist 2005–2006
McQuay International Minneapolis, MN

- Provided phone and email based training and troubleshooting for international sales reps and engineers.
- Created a new documentation database with tutorial documents for three major systems.

Programmer, Web Developer and System Administrator 2002–2005
Center for Demography in Health and Aging Madison, WI

- Developed CDHA's website using HTML, CSS, DreamWeaver and Photoshop.
- Designed PHP forms with dynamically linked ASP and SQL databases.
- Wrote extensive documentation for the IT systems and protocols.
- Administered the OLDR (Off-line Longitudinal Data Repository) Red Hat Linux system.

Education

Master's student in Digital Media, School of Education 2013–present
University of Wisconsin-Madison Madison, WI

- Completed courses in 'Interactive Media & Computing in the Curriculum', 'Mentorship in Participatory Cultures', 'Human Abilities and Learning', 'Technology Leadership', 'Introducing Comp Sci to K-12', 'Current topics in Science & Technology Studies', 'Constructionism', 'Digital Media and Learning', 'Design in Virtual Reality', 'Research in Computing Education', 'Tools for Thought', and 'Research in Human Computer Interaction'.

B.Sc in Computer Science

University of Wisconsin-Madison

2004

Madison, WI

Skills

- Programming and Markup Languages
 - **Expert:** CSS, HTML
 - **Intermediate:** Java, \LaTeX , Python
- Software
 - **Expert:** MS Access, MS Excel, MS Word
 - **Intermediate:** Maple, MATLAB
- Other
 - People person, enjoys being challenged, hardworking, smells nice