

Debra Allyn Warren

10695 Ross Court
Westminster, Colorado 80021
720-244-2321
warren.debra.allyn@gmail.com

Summary of Qualifications

- Experience assisting faculty in the development and revision of online courses including providing consultation and training in the use of Learning Management Systems (LMS), video, audio, digital images, and collaboration software
- Experience working with faculty to develop new courses, convert courses to digital content, update courses and revise content to improve student retention.
- Experience providing support for faculty and students with LMS, creating video files, converting video file formats, uploading to video hosting site and other tasks as needed.
- "Embedded Designer" in Communications course providing support for students and faculty during the semester.
- Strong organizational skills and effective written and oral communication skills.
- Excellent problem-solving and analytical skills.
- Ability to quickly learn and apply new technology.
- Experience using a wide variety of web and print authoring tools including Adobe Creative Suite.
- Experience completing needs analysis and developing learning objectives to support analysis.
- .

Technical Skills

Adobe Creative Suite, HTML, CSS, Adobe Captivate, Elluminate, Blackboard Vista, D2L, Moodle, MS Office Suite. Ability to adapt and quickly learn new applications and skills.

Education

Udacity Nanodegree Certificate (Will complete July 2015)
Frontend Developer

Master of Arts Information and Learning Technologies
University of Colorado Denver, Denver, Colorado

Designing eLearning Environments Certificate
University of Colorado Denver, Denver, Colorado

Master of Arts Special Education
University of Northern Colorado, Greeley, Colorado

Bachelor of Arts Education
Hardin-Simmons University, Abilene, Texas

Experience

Lead Instructional Designer

University of Colorado Boulder Continuing Education, Boulder, Colorado

Manage the development of new courses and assignment of courses to design team. Assist faculty with online and hybrid course development including training and assistance in the successful delivery of quality online courses. Create courses in the learning management system and other learning environments. Provide ongoing technical support to faculty and students. Update and revise existing online resources as well as develop procedures for continued improvement of courses. Develop procedures to improve the quality assurance process of online and hybrid courses. Serve as the Continuing Education and Professional Studies liaison to the main campus for all online learning environment issues and initiatives.

Academic Technology Consultant/Instructional Designer

Continuing Education and Professional Studies

University of Colorado at Boulder, Boulder, Colorado

Assisted faculty with online and hybrid course development. Provided training and assistance in the successful delivery of quality online courses. Created courses in the learning management system and other learning environments and provided ongoing technical support to faculty and students and updated and revised existing online resources. Served as the Continuing Education liaison to the main campus for all online learning environment issues and initiatives.

Instructional Designer

Colorado Community Colleges Online, Denver, Colorado

Developed new courses and revised existing courses by working with the faculty and other Instructional Designers. Adapted new digital content to existing courses, introduced new technology to faculty, and provided technical assistance to faculty and to students. Worked with the Instructional Design team to successfully migrate all courses to new Learning Management System. Nominated for Desire2Excel Award for successful development and support of online COM 115 Public Speaking course that included student video speeches.

Compliance Specialist

Paragon Consulting Group, Denver, Colorado

Managed the application process of reimbursement applications to the Department of Labor and Employment Division of Oil and Public Safety (OPS) including communicating with OPS staff, clients and staff. Technical support for staff including developing training materials for various tasks.

Office Manager/Special Events Coordinator

Historic Olde Town Arvada, Arvada, Colorado

Planned and managed office and special events by working with the Board of Directors and volunteers. Communicated with Board of Directors, volunteers, merchants and public. Trained volunteers for events and other tasks.

Awards

Nominated for 2010 Desire2Excel Award for developing and supporting COM115 Public Speaking at Colorado Community Colleges Online. From Spring 2009 semester to Fall 2010 semester, over 600 students enrolled in the online speech class.