

## Summary

I have extensive experience in instructional systems design, computer and web-based training, multimedia development, test and evaluation, and rapid e-learning tools.

## Tools & Skills

- Adobe Captivate
- Adobe Flash
- Adobe Dreamweaver
- Adobe Photoshop
- Adobe Fireworks
- Adobe Audition/Soundbooth
- Microsoft Office User Specialist (Word, Excel, PowerPoint, Access)
- Articulate Presenter
- Outstart Trainersoft
- Electric Rain Swift 3D
- Actionscript 2.0
- HTML/DHTML/XML/CSS
- SCORM/508 Compliance

## Professional Experience

Dec 2006 – Present      **ViPS, Inc. (GDIT)**      Woodlawn, MD

### Training Team Lead

- Lead full-range of duties necessary to develop and produce CBTs, WBTs and other multimedia courses using rapid elearning tools (e.g., Adobe Captivate, Flash, Dreamweaver) to ensure SCORM/508-compliance.
- Assure training and quality measurements fulfill operations needs, objectives, and relevant compliance issues.
- Provide weekly e-learning and instructor-led trainings to help desk customer service representatives.
- Pursue emerging training technologies and strategies to enhance the WBT effort.
- Converted 50% of New Hire Training presentations to WBTs hosted on company LMS in support of Centers for Medicare and Medicaid Services (CMS) CSMM contract.

Sep 2001 – Nov 2006      **National Technologies Associates, Inc.**      Lexington Park, MD

### Graphic Specialist-Instructional System Development

- Successfully developed CBTs and WBTs in accordance with Navy Integrated Learning Environment (ILE) Content Specifications to meet SCORM 1.2 compliance for deployment on Navy Knowledge Online e-Learning portal.
- Implemented 3D graphics/animations into WBT courses for new ordnance personnel to understand the internal workings of components in their specialty.
- Created matrix of sharable content objects (SCOs) to maximize content reusability and reduce module development time by more than 20%.
- Developed WBT style guide in accordance with Navy Knowledge Online specifications.
- Developed e-Learning courses for Airborne Expendable Countermeasures CD-ROM CBTs and WBTs in accordance with ISD/SAT methodology and IMI guidelines with AICC and SCORM standards in support of Naval Air Systems Command PMA-205 and PMA-272.
- Created online multimedia demonstration for System Development Division.

2000 – Feb 2001 **Johns Hopkins University (SPSBE/CTE)** Columbia, MD

**Activities Coordinator/Administrative Assistant**

- Assisted distance education students from around the world with computer-troubleshooting services. Collected and forwarded student exams and coordinated distribution of graduation certificates for distance education courses.
- Compiled student surveys into database used for analyzing and reporting information.
- Provided administrative/professional assistance to Assistant Dean/Director of Electronic and Distance Education (EDE) and Director of Center for Technology and Education (CTE).

## History

Dec 2006 – Present	<b>ViPS, Inc. (GDIT)</b>	Woodlawn, MD
Sep 2001 – Nov 2006	<b>National Technologies Associates, Inc.</b>	Lexington Park, MD
Mar 2000 – Feb 2001	<b>Johns Hopkins University (SPSBE/CTE)</b>	Columbia, MD
Sep 1997 - Dec 1999	<b>BAE Systems</b>	<i>Dahlgren, VA</i>
Aug 1995 - Sep 1997	<b>Pathways Psychosocial Support Center</b>	<i>Hollywood, MD</i>
Aug 1990 - Jul 1994	<b>United States Navy</b>	

## Education & Awards

- Certificate of Excellence – CMS OIS/ISDDG (Nov 2009)
- Hockey Puck Award for Outstanding Service in eLearning Solutions – CMS OIS/ISDDG (Feb 2009)
- Dynamic Flash Application Workshop - Macromedia, Bethesda, MD (Nov 2001)
- Microsoft Office User Specialist Certification - Software Technology, Hollywood, MD (Aug 2001)
- Orange Grove High School - Orange Grove, TX (Grad Date: May 1990)

## References Available Upon Request