

# Miriam Manglani

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- Summary** Thorough, detail oriented, and collaborative team player capable of working independently. Broad range of skills including an aptitude for learning new technologies, writing, editing, instructional design, visual design, and project management. Analytical and creative with expertise in eLearning and blended learning design and development. Unique background in teaching cooking skills online, engineering training, classroom teaching at the college level, and web development. Strong ability to multitask, work with highly technical material, and communicate effectively.
- Experience**
- Self-employed** Cambridge, MA  
*Freelance Instructional Designer* November 2012–Present
- Develop blended learning programs and self-paced online courses for clients including CDM Smith and Raytheon.
  - Provide instructional design services as well course production and multi-media design using Lectora, Photoshop, Flash, and Captivate.
- America's Test Kitchen** Brookline, MA  
*Senior Instructional Designer* January 2011–November 2012
- For a nationally recognized leader in the cooking publishing industry, led instructional design and course production for a cutting-edge online cooking school ([www.onlinecookingschool.com](http://www.onlinecookingschool.com)) that has enrolled thousands of students.
- Developed cooking school curriculum by working closely with the Editorial Director: Synthesized and edited content from various print sources, drafted learning objectives and assessment questions, and designed interactive learning experience.
  - Drafted website content used to promote and market the cooking school.
  - Helped design a custom course authoring system and LMS from the ground up by working closely with developers to identify features and troubleshoot technical issues.
  - Managed the production of over 100 courses: Developed production schedules, worked with various outside departments to coordinate and ensure on time delivery of assets, which include thousands of images and over 20 videos per course, and managed production assistants.
  - Trained instructors on the fundamentals of effective teaching and worked with them to ensure high quality personalized instruction.
- CDM Smith** Cambridge, MA  
*Senior Training Specialist* March 2008–December 2010
- Worked with engineers (subject matter experts) to design and develop online training: Identified the business need for training, target audience, learning objectives, and the most effective delivery method; analyzed, organized, and rewrote technical content; drafted detailed storyboards; designed assessments; and built training using eLearning production tools such as Lectora and Flash.
  - Planned and project managed multiple training initiatives simultaneously by organizing and facilitating large meetings, communicating proactively to move projects forward, setting deadlines, drafting and maintaining master schedules, and tracking deliverables.
  - Designed course evaluations, analyzed evaluation results, and recommended course improvements.
  - Mentored junior level employee in the development of visual design skills and supervised and managed the work of external consultants.

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## **Iron Mountain**

Boston, MA

*eLearning Instructional Designer*

June 2007–March 2008

- Designed and developed online courses to deliver software application training: Wrote storyboards, created interactive elements for inclusion in online courses, and processed audio.
- Coached department trainers on the use of eLearning tools and assisted in course production.

## **Six Red Marbles**

Cambridge, MA

*Contract Educational Product Developer*

February 2007–June 2007

- Wrote functional specifications for the development of software that allows teachers to manage science labs and other classroom activities.

## **athenahealth**

Watertown, MA

*Instructional Designer*

January 2006–February 2007

- Designed and created online courses to deliver job-specific and healthcare industry training. Identified learning objectives, created storyboards and outlines, wrote content, and developed courses.
- Acted as technical lead: Researched and implemented course publishing software and wrote specifications and procedure documentation for the development of online courses.
- Performed needs assessment and gap analysis around current LMS, served as interim LMS administrator, and hired and supervised external contractors to resolve technical issues.

## **Newbury College and The New England Institute of Art**

Brookline, MA

*Adjunct Instructor in Web Design*

Fall semesters 2003, 2004, & 2005

- Developed a course syllabus, lesson plans, online lessons, homework, and in-class exercises to support student learning. Taught basic website production skills: XHTML and CSS coding, image creation, and the application of fundamental design principles and web standards.

## **Various Companies**

Boston and NY areas

*Web Developer and Web Designer*

August 2000–January 2004

- Held multiple positions in the field of web design and development.

## Technical Skills

Audio recording and processing, video editing, graphics creation, Lectora, Articulate, Adobe Flash, Captivate, Dreamweaver, Fireworks, Photoshop, Illustrator, Acrobat, Final Cut Pro X, Sony Sound Forge, FTP, FileMaker Pro, Visio, HTML 5/CSS, XML, Microsoft Office Suite, and MS Project. Experience with SumTotal and Oracle Learning Management LMSs, SCORM standards, relational databases, ActionScript, JavaScript, and SQL.

## Education

### **Harvard University, Graduate School of Education**

Cambridge, MA

Master of Education in Technology in Education

June 2005

*Coursework in learning technologies, learning theory, and curriculum development.*

### **Brandeis University**

Waltham, MA

Bachelor of Arts, Major in English; Graduated cum laude.

May 1998