

Nell Christie Lugar

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EMPLOYMENT

BUTLER UNIVERSITY

eLearning Coordinator and Compliance Specialist

Center for Academic Technology

Indianapolis, IN

2012–Present

- Develop and oversee project plans for University eLearning initiatives
- Manage content for University eLearning Learning Management System (LMS) sites and webpages
- Americans with Disabilities Act (ADA) compliance oversight for University LMS
- Grant coordination/administration of Innovation Fund grant programs/awards
- Maintain budgets for compliance and eLearning initiatives
- Vendor management of online partnerships
- Identify state and federal requirements, including processes, procedures, and fees for authorization required to deliver online instruction in each state

Key Initiatives: success completion of State Authorization for Reciprocity Agreements (SARA) application, completion of individual state applications to obtain business licensure; state authorization for credit and non-credit programs

- Monitor changes in state and federal compliance requirements
- Serve as University Ombudsperson for all online and continuing education programs
- Member – eLearning Advisory Committee

Assistant to the University President for Strategic Initiatives and Projects

Office of the President

- Anticipate, initiate, and create reports, presentations, speeches, articles, dossiers, correspondence, announcements, statements, competitive analyses, and other written materials as needed by the University President
 - Conduct research and obtain information from a wide range of sources to be synthesized and presented to various internal and external audiences
 - Manage special projects, ensuring progress is being made toward the end goal
 - Maintain budgets for capital requests, President's office expenses, and Butler Unbound initiative
- Key Initiatives:** administration/fiscal management of \$1 million grant gift for faculty research/technological initiatives; administration of \$2.5 million grant with the City of Indianapolis for campus beautification; administration of \$25 million grant with the Lily Endowment for state-of-the-art science facilities on campus
- Provide and implement solutions to problems; bring projects to successful completion on time
 - Grant writing and coordination
 - Creation, revision, and management of University-wide policy for faculty/staff handbook
 - Member – Executive Council

THE BEHAVIOR ANALYSIS CENTER FOR AUTISM**Fishers, IN*****Behavior Analyst*****2011–2012**

- Conduct full VB-MAPP evaluations and develop 6–month Individual Treatment Plans (ITP)
- Conduct monthly consults with therapists, speech-language pathologists, and occupational therapists
- Train staff on implementing Individual Treatment Plan (ITP) goals
- Write behavior plans commensurate with data obtained from therapists and parents
- Train behavioral therapists in data collection procedures
- Consult with therapists weekly to discuss client specific goals and treatment response
- Provide 1:1 or group therapy as necessary

SELF-EMPLOYED**McCordsville, IN*****Child Care Provider*****2009–2011**

- Infant/Adult CPR/First Aid Certified
- Observe and monitor children's play activities
- Maintain records on individual children, including daily observations and communication regarding activities, meals served, and medications administered
- Instruct children in health and personal habits including eating, resting, and toileting habits
- Read to children and teach them simple painting, drawing, handicrafts, and songs
- Organize and participate in recreational activities including educational games and physical activities
- Prepare food and serve meals and refreshments to children

COMMUNITY HOSPITALS OF INDIANAPOLIS–NORTH**Indianapolis, IN*****Patient Support Partner II*****2007–2009**

- Infant/Adult CPR/First Aid Certified
- Assist nursing staff with care of patients
- Perform basic patient care needs including bathing, feeding, vital signs, activities of daily living, and transportation of patients
- Provide blood glucose monitoring, phlebotomy, end-of-life care, and patient safety

FLAGSTAR BANK**Greenfield, IN*****Assistant Branch Manager*****2005–2007**

- Manage branch operations including monthly branch reports, branch cash balance and ATM cash-on-hand, and placement of cash orders
- Manage branch employees' scheduling, payroll, and training
- Open accounts for new clients; service existing client accounts
- Process applications for lines of credit, home mortgages, auto financing, and credit accounts

EDUCATION**BALL STATE UNIVERSITY****Muncie, IN*****Master of Arts*****December 2012****Major: Applied Behavior Analysis Minor: Autism**

- Practicum experience – The Behavior Analysis Center for Autism

KAPLAN UNIVERSITY

Bachelor of Science – summa cum laude

Major: Psychology Minor: Child Development

- Golden Key International Honor Society, Arts and Science Honors Program
- Member of Kaplan University Psychology Club, OWLS, and Kaplan University new student mentors

Indianapolis, IN

May 2011

ADDITIONAL

Member – International Ombudsman Association, United States Distance Learning Association, Association for Behavior Analysis International, and Hoosier Association for Behavior Analysis

Special Interest Group Member – Autism, Behavior Development, and Teaching Behavior Analysis

Interests: *Education enthusiast, instructional design, community volunteer, avid photographer, and blogger*