

DANIELLE REILLY

Artist | Technical Writer | Educational Technologist

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EXPERIENCE

7/2016-Present

West Chester University, West Chester, PA Data Specialist

Creates training documentation through paper guides and elearning videos for students, faculty, and external users of assessment software system. Runs training sessions for system users through in person and virtual demonstrations. Maintains business process documentation of semester and yearly reporting. Runs ad hoc and regular reports for assessment coordinators and professional education unit.

3/2018-7/2018

The College of New Jersey, Remote Project Specialist

Contracted to provide remote, temporary project oversight in the Office of Graduate and Advancing Education. Oversaw the creation and maintenance of internal student contract tracking database solutions. Provided training through remote assistance and created a suite of internal training videos. Created an enrollment dashboard to assist with yearly enrollment trend analysis.

1/2013-6/2016

The College of New Jersey, Ewing, NJ Professional Services Specialist (promoted from Program Assistant in 2015)

In the Office of Graduate and Advancing Education, provided support and technical documentation of all office processes. Oversaw entire summer and winter marketing plan and worked with outside vendors to secure advertisements as well as plan and execute on campus events. Maintained website and communicated office updates to campus community. Developed office's business process manual and hired, trained, and evaluated student workers. Oversaw entire faculty contracting process including the creation of a contract database.

EDUCATION

The College of New Jersey, Ewing, NJ

MA in English - 2016
Graduate Certificate in Gender Studies - 2016
BS in Marketing, minor in Art History- 2012

Graduated summa cum laude from both undergraduate and graduate degrees

Inducted into the New Jersey Collegiate Business Administration Association in 2012

SKILLS

Microsoft Office Suite
(Word, Excel, Powerpoint,
Access with SQL)



Camtasia



Snagit



PeopleSoft



SPSS Statistics



Adobe Creative Suite
(Illustrator, InDesign, Photoshop)



LMS and Assessment Software
(D2L, Canvas, Tk20)



Adobe RoboHelp



Web Design
(WordPress, HTML)



Business Objects

