

Steven Cox

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Summary

My skillset is a unique intersection between technology and education. I am a formally trained educator with extensive experience teaching career technical education courses to adult learners, but can also manage the teaching platforms to support the courses. I have designed stand-alone courses, certificates, and degree programs both at the college level and in industry. As a Curriculum Director, I managed issues around compliance, consistency, and quality control. I have performed discovery with a wide variety of subject matter experts to assess their needs and help guide them through the best course of action whether it be related to learning or business development. Personally, as a maker, I have used Fusion 360 and am enthusiastic about Autodesk products.

Experience

Mercy Corps

Solutions Architect 2021-current

- **Data Governance:** Retooling Data Governance, expanding the responsibilities and authority, changing the perception of the importance of data management within the organization through education.
- **Consulting/Designing Reporting platform:** Includes data retention, document management, geolocation, and compliance reporting mechanisms for generating metrics on over 500 programs globally. Projected to result in massive annual savings due to reduction in disallowances during audits.
- **Global SharePoint architect:** Creating the global architecture for SharePoint for document and workflow management. Improves access, retention, and security while reducing liability.
- **Data Geolocation:** Created and implemented plan for data geolocation of all agency data to meet compliance with GDPR and EU data sovereignty laws.
- **Process Design:** Redesigned the global Go/NoGo process from a simple stand-alone Google form to an integrated application. Engaged with SMEs and stakeholders to perform discovery and synthesize new product. Streamlines the process where \$300,000,000 in grants originate annually.

Business Systems Analyst 2019-2021

- **Developed global Data Privacy Fundamentals course:** Worked with SMEs to create objectives, designed and developed course in Articulate Storyline, and deployed course globally on the LMS as part of the agency-wide required annual training for 6000+ employees. Course included branching and assessment.
- **Ran phishing education campaigns:** Ran global anti-phishing campaigns that included both live phishing and ongoing education, reduced incidence of users being hooked by over 30%.
- **White Paper - Document Management Practices:** Became the driving force resulting in a commitment of \$1,000,000 annual investment to upgrade technology within the agency.

- **Created Intake Application:** Reduced review time of applicants by 75%, generating an estimated cost savings of \$40,000 annually, and improving the quality of the review experience.

Learning and Development Specialist 2016-2019

- **User Education:** Designed and implemented a new methodology for learning, and regularly presented training on the secure usage of Google as a secure document management system to improve document retention and reduced disallowances during audits.
- **Restructured Document Management:** Designed, implemented, and provided training for document management systems in several high-risk countries to reduce risk to data and increase physical safety of individuals working and living in those environments.
- **Developed Language Localized Platform:** Designed, implemented, and managed an online system for heavily trafficked guidance documents that was able to switch between the four primary languages used within the agency.

Yuba College

Curriculum Chair 2014-2016

- **Retooled Curriculum Management System:** Reduced the number of complex workflows from 54 to 4, simplifying the learning curve for end-users, and designed an insight tool to ensure compliance and reduced financial exposure by over \$1,000,000 annually.
- **Learning Objectives Repository:** Created a source of truth for all course learning objectives and provide metrics on course performance.
- **Associates Degree for Transfer (ADT):** Created ADTs that aligned with all state requirements to streamline student transfer to a four-year university.

Professor 1998-2016

- **Aligned Courses:** Managed articulation agreements and Memorandums of Understanding (MOUs) between District and State systems, to transfer student credits.
- **Created Learning Pathways:** Modularized the Information Technology Associates degree to include multiple pathways, increased market value to the learner/customer, and allowed them to customize their learning experience.
- **Course Development:** Designed curriculum for 28 different Information Technology and Business Computer Application courses, by consulting with industry professionals and business advisory groups, utilizing best practice models in education, and integrating state board requirements. Courses were designed to be adaptable, have immediate application in industry, and reduce material costs to students by up to 95%.
- **Updated Student Labs:** Deployed VMWare solution for Business and IT teaching labs. Reduced the total cost of ownership by over 50% and enabled faster content deployment, better meeting the needs of instructors, and creating a tailored experience for students.

Skills

- Microsoft (global administrator)
 - SharePoint | Teams | PowerApps | PowerAutomate
 - Azure AD | PowerShell

- Document Management (global administrator)
 - Google | Microsoft
- Curriculum Development
 - Storyline | Camtasia | CorelDraw | Fusion360

Education

- Privacy Certification, IAPP-CIPP/US
- MS Education - California State University, Hayward
- BS Physical Science - California State University, Chico