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PROFESSIONAL EXPERIENCE

Learning Content Manager

Association of Certified Fraud Examiners, Austin, Texas
April 2008 – present

E-learning responsibilities:

- Managing all online content, including e-learning courses, workbooks, final exams, videos, graphics, and text
- Developing SCORM-compliant learning content using rapid content development tools
- Being the ACFE's e-learning point person, and leading a team to evaluate and select new e-learning course development and content management tools
- Creation of international prep course for online, international use
- Working with Flash video

Editorial responsibilities:

- Developmental, copy, and substantive editing of all training materials, including seminar workbooks and PowerPoint presentations, webinar materials, international and domestic training manuals, and e-learning courses
- Working with subject matter experts in a variety of fields
- Copy and substantive editing of case studies for annual book publication
- Writing and editing articles for industry-specific newsletters and magazines, including *The Fraud Examiner* and *Fraud Magazine*
- Creation of assessment, exam, and review questions for self-study, online, and webinar courses
- Cross-functional editing and writing of public relations, human resources, executive, internal, and marketing materials

Other:

- Project management, including monitoring timelines and ensuring milestones are met
- Training of new members of the editorial staff
- Staying on top of news and major trends in the legal, financial, and accounting industries
- Researching major topics within the fraud prevention industry
- Interacting with association members at open houses, seminars, and conferences

Freelance Writer

Rochester Business Journal, Rochester, New York

February 2005 – present

On an as-needed, freelance basis, brainstorming ideas, interviewing subjects, conducting research, and writing news and human interest stories for various sections of the *Rochester Business Journal*.

Senior Content Editor

Element K, Rochester, New York

October 2001 – July 2006

- Created and edited online, computer-based, and instructor-led training materials
- Created and edited assessments for each of Element K's online courses
- Reviewed XML- and Microsoft Word-based storyboards for grammar, consistency, and technical accuracy
- Performed composition checks during production cycle for external courseware, and worked with writers to clarify Element K style and process.
- Headed up high-priority editorial projects for companies such as Cisco, Microsoft, and Gateway
- Developed and maintained new training materials for the Editorial and Quality department
- Used multiple style guides to develop a cohesive company-wide style guide
- Accountable for final signoff of assigned projects, verifying quality and ensuring that customer expectations and internal standards were met
- Worked with extremely tight deadlines in a limited timeframe to meet all project needs

Assistant to the Publisher (internship)

Zoland Books, Boston, Massachusetts

May – September 2000

Assisted the publisher with all aspects of running an independent literary publishing company, including manuscript selection and editing, creating marketing and advertising materials, and acting as liaison between writers and the publisher.

EDUCATION

Bachelor of Fine Arts, Writing, Literature, and Publishing
Emerson College

ADDITIONAL SKILLS

- Expert-level knowledge of all Microsoft Office programs, including PowerPoint, Word, and Excel, and with both Windows and Mac operating systems
- Extensive experience editing and programming XML and HTML
- Experience with many instructional design and course authoring tools, including Articulate, Lectora, and Captivate, as well as with several learning and content management systems, including Documentum, Ektron, Absorb, and FlexTraining
- Working knowledge of adult learning theory, SCORM standards, and the ADDIE model
- Expertise with both The Chicago Manual of Style and The Associated Press Stylebook