Timothy Smith

409 880 8457
tlsmith7@lamar.edu

SUMMARY

Web platforms specialist with a focus on learning technologies. Proficient in multiple web standard languages (PHP, JavaScript, HTML, CSS, Ruby), and experienced as an administrator for industry standard virtual learning environments (Blackboard Learn, Canvas).

EXPERIENCE

Assistant Director Learning Technology, Lamar University
Beaumont, TX — 2017-Current

Job Duties

- Oversee learning technologies such as Blackboard, Kaltura, ProctorU, Smarthinking, Collaborate, etc
- Manage, update, and maintain app servers for campus Blackboard implementation
- Coordinate, implement and maintain support resources and communities for online and off-campus students
- Assist in researching emerging best practices to assure quality for online students and faculty
- Research, coordinate and implement teaching-and-learning-with-technology workshops for faculty
- Assess distance education students' perceptions of course and program quality, and use results to design training workshops for faculty as well as other staff who provide services to distance learners
- Oversee support services to online and off-campus students. Ensure that fully online students are properly connected with support services (library, financial aid, Blackboard help desk, writing center, bookstore, DE support, ADA, and academic department)
- Supervise staff and student workers

Associate Instructional Designer, Lamar University
Beaumont, TX — 2014-2017

Job Duties

- Create, manage and embed content in BlackBoard LMS
- Assist Instructional Designers and Faculty in overcoming technical barriers during course creation
- Edit, upload and embed instructor videos via Adobe Premiere Pro and Sorenson Media hosting
- Provide phone, email, and chat support for faculty
- Design and present instructional PDF documents using Adobe InDesign
- Implement HTML, CSS, JQuery code within LMS items and CMS pages
- Digital image editing and graphic creation using Adobe

Photoshop
- Track, input, and share relevant data with Microsoft Office Excel and Google Docs Spreadsheets
- Apply QM Standard Rubric to higher education courses (APPQMR)

Online Content Developer, Games People Play Golf (gppgolf.com)
Beaumont, TX — 2011-2014

Job Duties

- Build, manage, & upload CSV files containing product data for a Magento Platform with over 150,000 SKUs
- Catalog eCommerce product listings for a high volume inventory
- Assist Marketing Director with implementation of sales promotions, S3 server image uploads & Constant Contact email campaigns
- Provide phone, email, and live chat support for web customers
- Assist IT Director in building, upgrading, repairing and installing hardware and software on a Windows Domain
- Implement HTML, CSS, JQuery design elements for product listings, landing pages, and emails
- Product Photography & Digital image editing using Adobe Photoshop

EDUCATION

University of North Texas
M.S. Learning Technologies — 2017-2018

Program track required the completion of Human-Computer Interaction, Advanced Web and Media Development, Authoring Learning Games, Online Design, Instructional Systems Design, and many other foundational courses specific to technology, pedagogy, and the web.

Lamar University
B.A. Applied Arts and Sciences — 2007-2010

Coursework consisted of conducting research, critical thinking, and problem solving in several fields including English Literature and Composition, History, and Philosophy. Graduated with a minor in Anthropology and achieved GPA above 3.0

Lamar Institute of Technology
A.A.S Computer Networking — 2003-2007

Coursework stressed both theoretical knowledge and hands-on experience with computer networking, security, system administration, and troubleshooting computer hardware/software. Topics included Cisco, MS Server, Network Security, A+ hardware and software, MS Office and Adobe suites.

REFERENCES

Available upon request.