**Jessica A Rosenthal**

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Objective: *To obtain a position in the instructional design and training field, where my creative skills and qualifications will produce a quality product for clients/organization.*

Summary:

* Eight years of experience with Learning Management Systems (LMS), primarily in higher education environments
* Expertise with development and deployment of LMS
* Expertise with graphic and print development, design and production
* Expertise with Quark Xpress, Adobe Creative and eLearning Suites, Microsoft Office Suite, Visio, Corel Draw, SnagIt, Captivate, Lectora, Articulate Storyline and Adobe PageMaker for creating published documents.
* Experienced with development of visual material for law firms, and development of instruction manuals for numerous companies
* Photographer with studio and documentary imaging skills.

Professional Experience:

**Georgetown University,** Washington, DC November 2015-March 2016

*Program Coordinator, Translational Biomedical Sciences*

Provided administrative and budget support for the TL1 NIH grant for the university. Maintain postdoctoral and pre-doctoral files and budgets, oversees organization of TBS Workshops, maintain travel and accommodations for Director of TBS program, oversee annual grant progress reports. Supervise student workers as needed.

**Veteran’s Affairs Acquisition Academy**, Frederick, MD June 2015-October 2015

*Instructional Technologist*

Contractor with American Systems, Inc., Chantilly, VA

Provided support for Adobe Connect online course meetings, Blackboard course build out and design, and Blackboard Collaborate online course meetings.

**United States Naval Academy**, Annapolis, MD November 2010-June 2015

*Blackboard Application Specialist*

Contractor with Directviz Solutions, Chantilly, VA October 2013-June 2015

Contractor with The Coleman Group, Greenbelt, MD November 2010-September 2013

Provided technical support to students, faculty and staff. Duties included developing instructional guides, videos, and other process related to the Blackboard system. Maintained the Blackboard website for additional assistance. Provided overall user interface administrative support for all parts of the system. Facilitated training sessions for faculty staff, and other IT support staff. Oversaw third party add on tools and features for the Blackboard system. Kept track of a schedule of recurring duties and tasks for the maintenance in the Blackboard system. Enrolled, removed, edited, and maintained user accounts as necessary.

**Marymount University**, Arlington, VA October 2007-October 2010

*E-Learning Specialist*

Provided technical support to students, faculty and staff. Duties included developing instructional guides, videos, and other process related to the Blackboard system. Maintained and created the Blackboard website for additional assistance. Provided overall user interface administrative support. Facilitated training sessions for faculty staff, and other IT support staff. Oversaw third party add on tools and features for the Blackboard system. Enrolled, removed, edited, and maintained user accounts as necessary.

When hired for this position I was informed by my supervisor and job description I would have other duties. rather than working in e-Learning multimedia aspects. I self taught myself to be able to learning how to use their LMS (Blackboard version 7.3) at the time. My only other LMS experience before that was being a student on Blackboard (version 4.0, in which is was just a document manage system).

Education:

**Marymount University**, Arlington, VA

* Master’s Certification, Instructional Design 2011

**Northeastern University**, Boston, MA

* Bachelor of Science, Graphic Design 2004

**Art Institute of Philadelphia**, Philadelphia, PA

* Associate of Science, Photography 2002

References can be provided upon request