

PROJECT MANAGER/INSTRUCTIONAL DESIGNER

Summary

Dependable and resourceful Project Manager and Instructional Designer adept at organizing and developing quality courses for both in-seat, hybrid and online adult learners.

Highlights

- Hypertext Markup Language (HTML5)
- Camtasia
- Adobe eLearning Suite 2.5 (to include Adobe Presenter, Captivate, and Dream Weaver)
- Microsoft Office 1993-2007 (to include PowerPoint, Word, Excel)
- Dropbox
- Video training development
- XenDesktop
- EC Council iLabs
- VCASTLE
- Microsoft Live Meeting
- Adobe Connect
- Screenr
- Canvas
- Moodle 1.9 and 2.4
- Blackboard
- MRDS
- Microsoft Office
- SharePoint
- Zoom Web Conferencing

Accomplishments

Continues to develop curriculum for several Bachelor and Master Level courses, as well as NCPACE training courses.

Completed and earned the following certifications from Lynda.com:

- Articulate Storyline
- Instructional Design Essentials: Models of ID
- Instructional Design Essentials: Storyboarding
- Instructional Design Essentials: Working with SMEs
- Introduction to Networking
- Learning Management Essentials (LMS) Fundamentals
- Practical Cybersecurity
- Up and Running with Articulate Storyline
- Up and Running with Canvas

Experience

Project Manager/Instructional Designer 01/2011 to Current Company Name City , State

- Manage projects/course development.
- Design, develop, and update in-seat and online curriculum materials, as well as military CBT course.
- Conduct assessment and analysis to identify new development needs and recommends training methods accordingly.
- Ensure design of deliverables address the instructional needs of the learners.
- Assure curriculum and delivery methods incorporate best practices in adult learning theories.
- Work with authors, publishers, and SMEs to develop in-seat, hybrid, and online course.
- Design courses to comply with both organizational, military standards, 508 Compliance.
- Work within design and development processes and standards.
- Create storyboards and communicate design ideas.
- Design and produce instructional multimedia .
- Design and develop instructor lead activities and Capstone courses.
- Write and edit storyboard scripts for video and learning modules.
- Developed learning objectives.
- Facilitated content and quality assurance reviews.
- Maintained in-depth and up-to-date knowledge of the related fields of development.

Instructional Designer 10/2009 to 01/2011 Company Name City , State

- Designed, developed and updated a variety of course content learning solutions for military training support for eLearning. Instructor-led training, virtual training sessions, and self-study programs.
- Conducted assessment and analysis to identify new development needs and recommends training methods accordingly.
- Ensured design of deliverables address the instructional needs of the learners.
- Assured training solutions incorporate best practices in adult learning theories.
- Worked with content development managers, authors, and SMEs to develop military training courses.

- Designed courses to comply with both organizational, military standards, 508 Compliance.
- Work within design processes and military standards.
- Created storyboards and communicated design ideas with Multimedia personnel.
- Designed and produced facilitator and participant guides.
- Designed and produced PowerPoint presentations.
- Designed and developed instructor lead activities and Capstone courses.
- Wrote and edited storyboard scripts for video and learning modules.
- Developed learning objectives.
- Facilitated content and quality assurance reviews.
- Maintained in-depth and up-to-date knowledge of the related fields of development.

Elementary through High School English & Writing Teacher. 08/2006 to 07/2009 Company Name City , State

- Taught elementary (all core subjects), and middle and high school English and writing.
- Developed and designed lesson plans and curriculum related to each subject area.
- Provided excellent customer service for students and parents, maintained ongoing communication with colleagues, team members, parents, and students.
- Maintained student records in an exceptionally organized manner.
- Created and maintained knowledge of innovating technology, she created and maintained web pages for parent and student use.

Middle & High School English as a Second Language (ESL) Teacher. 08/2000 to 07/2003 Company Name City , State

- Taught middle school English and Writing as a second language to non-English speaking students.
- Developed and designed lesson plans and curricula related to each subject area.
- Provided excellent customer service for students and parents, while also maintaining ongoing communication between colleagues, parents, and students.
- Maintained student records in an exceptionally organized manner.

Education

Masters of Education : Curriculum Design and Instruction; Specialization in Literacy February 2009 Lesley University City , State , United States of America

Curriculum Design and Instruction, specializing in Literacy

Bachelors of Arts : English/French May 1997 Claflin University City , State , United States of America

English with a Minor in French

Skills

• Technology Orientated

• Team player, leader, and excellent collaboration skills

• Creative and innovating

• Extensive success in product development

• Software Proficiency • VCASTLE, NetLab, XenDesktop, SharePoint, EC-Council iLabs

• Blooms Taxonomy

• Strong attention to detail