

INFORMATION TECHNOLOGY INSTRUCTOR

Summary

Seventeen years experience in the information technology field. Seven years experience in curriculum design and computer based training development. Group and project management experience for over twelve years. Advanced problem solving skills and expertise. Advanced customer service training and experience Curriculum Data Analysis Other Â· Curriculum design Â· Advanced Data Analysis Â· Student counseling Â· Learning analysis Â· Market analysis Â· Customer service training Â· Advanced planning Â· Training success evaluation Â· Team building Â· Articulation and development Â· Quantitative project analysis Â· Project management Â· implementation Â· Qualitative project analysis Â· Advanced conflict resolution Â· Evaluation Â· Advanced user experience Â· Market driven planning expertise Â· Computer based training design data analysis

Highlights

Media Design Productivity Other Â· Photoshop Â· Microsoft Â· Network Management Â· Premier Â· Word Â· Novell Console 1 Â· Illustrator Â· Excel Â· Microsoft Networking Â· InDesign Â· Powerpoint Â· Cable Wiring Standards Â· Flash Â· Project Â· Machine Hardware Â· Dreamweaver Â· Outlook Â· Windows OS installation & Â· Fireworks Â· iLife Repair Â· Soundbooth Â· Pages Â· Mac OS Installation & Repair Â· QuarkXpress Â· Numbers Â· Virtualization Â· Camtasia Â· Keynote Â· Parallels Â· HTML Coding Â· iMovie Â· VMware, Desktop & Fusion Â· PHP / Database connection Â· iPhoto Â· Course Management Software

Experience

Information Technology Instructor Jan 2012 to Current

Company Name 1/4 City , State

- Manage student learning needs.
- Create Curriculum for IT Program.
- Manage two part time instructors.
- Teach three classes of twenty-two students each class per day.
- Manage open entry/open exit curriculum for all training in the program.
- Verify training outcome reports to maintain COE standards.
- Data metric analysis of student progress throughout the course.
- Answer questions of potential students and parents.
- Review and update training standards as needed.
- New curriculum development according to market requirements Customer service training tailored towards IT students Partner with fellow instructors to provide cross training and student interaction Work with student services to assure student success Counsel students on learning methods and methods for improvement.

Help Desk Manager Â Campus D Jan 2010 to Jan 2012

Company Name 1/4 City , State

- Manage incoming troubleshooting calls from four state agencies.
- Assisted help desk staff members in resolving customer requests with first call resolution.
- Create and specify computer standards for the Utah Dept. of Health.
- Trained fourteen help desk staff members on help desk phone client installation and usage.
- Software management for Dept. of Health.
- Manage new user creation procedure for state departments of Health & Natural Resources.
- Created new user training documentation for thirty help desk staff members in the State of Utah.
- Provide remote control support for customers throughout the state.
- Customer friendliness reported on several occasions to management staff, commended for ability to teach customer how to utilize their technology more effectively.

Media Designer Jan 2009 to Jan 2010

Company Name 1/4 City , State

- Prepare training curriculum for preparedness trainings.
- Designed eighteen computer based training courses for the department of Health's management staff training over one hundred managers providing significant cost savings.
- Coordinated information technology needs for fifty preparedness staff members.
- Designed cover art and the multimedia presentations to give trainees after sessions, prepared over one thousand take home packets for various trainings.
- Served as technical lead staff member for the Utah Department of Health's training and education center.

Technical Support Specialist Jan 2002 to Jan 2009

Company Name 1/4 City , State

- Provided advanced level technical support for department staff in computer repair and service.
- Inventory control for department of health hardware.
- Created Technology standards for division of Health systems improvement.
- Served on advisory committee for mobile device policy creation.

- Updated department travel system from paper to online.

Education

Masters of Education , Learning & Technology 2012 Doctorate of Education; Higher Education, Ed.dConcordia University
 M.Ed. Western Governor's University Learning & Technology
 Bachelor of Science , Information Technology Management Information Technology Management
 B.S. 2010 Western Governor's University
 Associate of Applied Science , Multimedia Technologies Multimedia Technologies
 A.A.S 2003 Utah Valley University

Skills

Photoshop, Premier, art, Cable, Hardware, computer repair, curriculum development, client, Customer service training, Database, Department of Health, documentation, Dreamweaver, Fireworks, Flash, help desk, HTML Coding, Illustrator, InDesign, information technology, Inventory control, Mac OS, market, Excel, Microsoft Networking, Outlook, Powerpoint, Windows OS, Word, multimedia presentations, Natural, Network Management, Novell, PHP, progress, QuarkXpress, staff training, technical support, user training, phone, troubleshooting, Wiring