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PROFILE: Well-rounded instructional technologist, instructional designer, web content and e-learning developer, and trainer with diverse business experience and innovative application strategies.

*Particular expertise in:*

- Instructional design and instructional technology planning: curriculum design and development, program coordination and delivery through partnering with SME's and trainers.
- Develop curriculum and materials, to include objectives, outlines, course materials, lab activities, and assessment.
- Expertise in classroom, blended-learning and web-based learning solutions
- Implementation, development and support for performance improvement strategies and technologies
- Strategic planning, client management & project management

## ***PROFESSIONAL EXPERIENCE***

### **Learning & Business Technologist - Design to Success**

Lyons, CO 1996 - Present

Assist businesses, organizations, and individuals with planning, design, development and implementation of learning and business solutions. Innovation of businesses and organizations in the areas of continued improvement and business development.

*Selected Skills:*

- Adult modalities of learning with constructivist theory in instructional design
- Research and implement learning applications and tools, user-centered learning with an emphasis on analysis, design, development, evaluation and assessment
- Manage client projects, schedules, implementations, product development, training and support initiatives
- Provide broad scope expertise in instructional design and instructional learning technologies, adult and organizational learning strategies
- Deliver professional and business development workshops, teleclasses, and seminars including: teaching, coaching, mentoring and facilitating curriculum
- Develop instructional tools for e-learning, graphic design, standard templates including web design, web development, content management and portal development.
- Coaching for web technologies, e-commerce, and instructional development
- Deliver instructional products and instruction for adults in occupational schools, corporate organizations and higher education
- Writing for learning projects, web sites, intranets, technical communications, instructional projects and products

## **Quality, SpectraLink Corporation**

Boulder, CO 1999 - 2006

Project management for performance improvement technologies, learning initiatives and quality strategies. Design and develop technical materials for clients and end-users.

### *Selected Skills:*

- Instructional design with analysis, project management, formative evaluation, design, development and product review
- Perform front-end analysis, including needs assessment, task and work analysis, and resource planning
- Development of learning and business tools with an emphasis on performance improvement, customer support and customer solutions
- Professional trainer and e-learning manager for quality training initiatives
- Management of quality programs including performance evaluation, program development, measurement and assessment
- Inter-organizational team manager, planning, support, and technology support
- Conduct course project planning, management, and preparation of assigned projects

Design, develop, project manage and implement instructional technologies and training delivered in e-learning environment.

## **Rocky Mountain Botanical School**

Boulder, CO 1998 - 1999

Academic & Instructional Administrator for Colorado Occupational School. Administered occupational programming for certificate, seminar and symposium curriculum.

### *Selected Skills:*

- Develop and manage adult academic and occupational curriculum
- Manage faculty development and academic training
- Implement instructional systems analysis & assessment of instructional integrity
- Develop, coordinate and manage occupational curriculum
- Manage academic tracking, assessment and certification
- Administer academic management, curriculum review and strategic planning committee for long-term planning

## **Marriott & Youth Fair Chance**

**Douglas, Arizona 1995-1996**

Instructional Partner for grant funded program to implement School To Work occupational program.

### *Selected Skills:*

- Conduct action research with local food industry leaders to guide programmatic guidelines for instructional development and learning outcomes
- Develop and implement food industry curriculum
- Project manage/coordinate with Youth Fair Chance and JTPA
- Implementation of corporate training program
- Coordinate project goals with state-wide School To Work Initiatives
- Implement technology and skill based learning

## **Cochise College**

### **Douglas, Arizona 1988-1996**

Administrator and Instructor for occupational and academic programming for adults.

#### *Selected Skills:*

- Deliver occupational and academic programming to adult populations
- Program design, development, planning, and implementation of curriculum for adult learners
- Community leadership and support for faculty and students
- Instructor for occupational and academic courses
- Provide student centered seminars, workshops and courses for professional development
- Implement technology and skill based curriculum
- Committee/Team Member of collegiate and governmental program development

## **EDUCATION**

- **MA Instructional Learning Technology- Corporate Adult Education**  
Colorado University, Denver Colorado. Summer 2003
- Coach Training Program, Coach University 1997
- **BA English/Communications**, Regents College, Albany, NY 1997
- **AA, AGS – Cochise Community College** 1990
- Dale Carnegie 1987

## **PROFESSIONAL DEVELOPMENT AND SKILLS**

Extensive participation in local and national workshops and conferences for: e-learning development and e-learning design, adult learning theories, and instructional design. Attend International Society of Performance Improvement Seminars and ASTD training, coach training, instructional design seminars, leadership seminars and applicable workshops to gain broad exposure to industry standards and emerging technologies. Leadership in Denver Metro E-Learning User's Group, International Society for Performance Improvement, and Alliance of Professional Consultants. Membership in Boulder Writer's Alliance, International Coach Federation and Denver Coach.

Technical, software applications, instructional learning applications and website development skills including (but not limited to): PC and Macintosh, Windows OS, VPN, MS Office, Adobe Acrobat, HTML editing applications including: Adobe Products, Macromedia Products, Server & Database Connectivity Protocols, Instructional Design Templates, learning portals, open source applications, software applications for CBT and pouring Instructional Design into existing LMS or LCMS, Microsoft Applications including Access, Publisher, Project Manager and Visio. Photo editing programs including Photoshop, Fireworks, browsers, programming (HTML, ASP, Flash and others), use and troubleshooting. Programming exposure in Linux, PHP and some server side applications. Learning development tools including Robo-Demo, Flash, Captivate, and CourseBuilder. Implementation of business tools for CRM, documentation management and instructional delivery applications.

Additional Skills: Technical Writing, Version Control, File Management, and Public speaking