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Employment Objective

I am looking for a position where my experience in Academic Affairs, management, and instructional design education and experience can be utilized in a productive, energetic, forward-thinking environment.

Summary

- Experienced in Education Management and Leadership
 - Effective in working with faculty and staff to develop and implement online and traditional instruction including formative and summative assessment.
 - Experienced in planning, developing and leading faculty workshops. Excellent speaking and presentation skills.
 - Experienced teaching in traditional and online learning environments.
 - Demonstrated experience working with faculty and students to solve problems with respect to online course management systems.
 - Able to implement change in complex academic and professional environments.
 - Demonstrated ability in strategy creation and application as well as in all facets of resource management, including grant application, negotiating, budgeting, forecasting, and administration.
 - A leader respected for her technical knowledge and interpersonal skills.
 - Mentor, known for her ability to coach and inspire young employees and students.
- Ph.D. Instructional Design and Development Program. University of South Alabama
- Master of Science in Environmental Engineering, Auburn University
- 22 Semester Hours toward MBA, University of South Alabama.
- Bachelor of Science Civil Engineering, United States Air Force Academy
- Competent with eCollege, Moodle Course Management System, Excel, PowerPoint, Word, Publisher, Outlook, Adobe Photoshop, Dreamweaver, Drupal, Filezilla (FTP), Acrobat, Endnote, Skype

Experience

- 2007 – 2009 **Doctoral Candidate** (ABD), Instructional Design and Development
- 2007 – 2008 – **Doctoral Assistantship** in the Online Learning Laboratory (OLL).
 - Provided assistance to faculty in preparation and implementation of both online (eCollege and eCompanion) and traditional courses.
 - Prepared and taught numerous faculty workshops.
 - Redesigned OLL website to provide a better experience for faculty and student users.
 - Pioneered OLL use of learning objects and SCORM.
- 2005 – 2006, **Director of Technology**, United States Sports Academy.
 - Managed a team of nine, including enrollment coordinators, instructional designers, web designers, database programmers, and technical support personnel.
 - Directed the day to day operations of the Instructional Design Staff.
 - Interfaced daily with the Dean of Academic Affairs and Dean of Student Services to insure online courses were being effectively designed, implemented and supported.
 - Committee member for weekly review of student satisfaction reports and primary person responsible for addressing all negative comments related to course content and / or course delivery.

- Developed and used for management purposes budgets and cost estimates for human resources and computer systems.
- Provided day-to-day management of the Moodle course management system.
- Led effort to integrate the Student Information System with Moodle, including automated course registration, and grade transfer.
- Facilitate the startup of the Student Information System Student and Faculty portals.
- Developed and implemented a faculty training program to facilitate their successful participation in the eCollege to Moodle migration.
- Developed a training program for Student Services Staff involved with use of the Student Information System.
- Received 2005 Innovation Award for planning and leading successful migration of all Academy online courses from eCollege to the open source Moodle course management system, thus saving the Academy over \$300,000 per year in fees to eCollege.
- Day-to-day management of all Academy websites, including web designers, content authors, quality assurance process including budgeting control.
- Responsible for all “backend” systems, including servers, security systems, etc.
- Led development of a plan to move Academy web sites to an open source content management system to improved quality control and reduce day-to-day operating costs.
- 2003 – 2005, **Assistant Dean for Academic Affairs-Instructional Design**/ Instructional Design Specialist / Coursewriter.
 - Committee member for weekly review of student satisfaction reports and primary person responsible for addressing all negative comments related to course content and / or course delivery.
 - Led effort to create instructional design as an independent department.
 - Directed the Instructional Design Department.
 - Implemented systematic design process for all online courses including cost control.
 - Designed and implemented new open source course management system (Moodle) to increase competitiveness of USSA in the online continuing education market.
 - Participated in periodic accelerated recruiting efforts.
 - Provided day-to-day management of the Academy’s eCollege course management system.
 - Negotiated with eCollege corporate to reduce the Academy’s cost of service.
 - Developed content management system for use with eCollege to improve efficiency, security and management of course content as well as student overall course satisfaction.
 - Developed online courses and web-marketing program to support the Academy’s joint marketing contract with Dartfish International.
 - Developing training and guidelines for faculty to take traditional courses to an online distance education environment.
 - Chaired Technology Committee.
- 2001-2003, University of South Alabama, Online Learning Laboratory (OLL), **Lead and Senior Designer**.
 - Led Faculty Workshops in traditional and online pedagogy and technology.
 - Developed graduate and undergraduate courses using USA Online / eCollege.
 - Provided faculty assistance and training in use of USA Online / eCollege.
 - Developed and managed OLL website.
 - Managed staff of six to nine masters and doctoral students including budgeting and cost control.
- 2001-2003, University of South Alabama, College of Education, **Instructor (Adjunct)** , EDM 310, CIS 250, Introduction to Microsoft Office.
- 2001-2008, **Doctoral Student/Candidate** (ABD), Instructional Design and Development.
- 2000-2001, Southeast College of Technology Inc., **Instructor** - FrontPage, Flash, Paint Shop Pro,
- 1999-2001, *the mindz eye*, **Owner/President**

- Developed Virtual Tours and Websites for Commercial Clients. Prepared marketing materials using Photoshop, Publisher, Photodraw and Top Producer.
- Developed and implemented business financial plan.
- 1998-2001 Sabbatical
- 1997-1998 BCM Engineers/ATC Associates, **Regional Vice President** / Federal Marketing Director.
- 1994-1997 BCM Engineers/Smith Environmental Technology Corporation, **Vice President**, Regional Operations.
- 1992-1994 BCM Engineers Inc., Southern Region Manager (**Senior VP and Executive Vice President**).

Education and Academic Honors

- University of South Alabama, Ph.D. Instructional Design and Development
- University of South Alabama, 22 semester Hours toward MBA
- Auburn University, Alabama: MS Environmental Engineering
- US Air Force Academy, Colorado: BS Civil Engineering
- Phi Kappa Phi Scholastic Honor Society
- Kappa Delta Pi, Educational Honor Society
- Chi Epsilon National Civil Engineering Honorary

Professional and Community Service

- Auburn University, Department of Civil Engineering, Industrial Liaison Council
- University of South Alabama, College of Engineering Board of Visitors
- National Society of Professional Engineers, Past President Mobile Chapter
- Society of American Military Engineers, Past VP South, Past Post President,
- Mobile Area Council Of Engineering Societies, Past Chairperson
- Alabama Consulting Engineers Council, Past Vice President, South
- Baldwin County United, Past Director
- Baldwin County Leadership, Graduate
- United States Air Force: Navigator/Weapon Systems Officer, Captain, Vietnam Veteran