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OBJECTIVE

To apply my talent and passion in order to positively impact adult learners through content development, instructional design, and project management

EDUCATION

Loyola University - Chicago, Illinois M.Ed., Curriculum and Instruction, April 2004

Certification in Secondary English, June 2004

Governors State University - University Park, Illinois B.A., August 1998

EXPERIENCE

CENTRAX CORPORATION 11-04 - present

Instructional Designer/Project Manager

- design online educational programs including the user interface, menu structure, navigation, visuals, interaction types, and assessment exercises for Fortune 500 companies
- gather information from the client SME's and internal teams to define and document the project scope, technical functionality, and learning objectives
- communicate the design and learning objectives to the project team and monitor throughout project
- create content that is aligned with andragogic strategies
- edit and grammatically revise drafts of design documents, audio scripts, and storyboards
- manage the audio recording process from compiling scripts to organizing post-production
- conduct quality control testing on the program from initial production through final deliverable
- identify project completion risks and constraints during the scoping phase and take steps to minimize these risks as much as possible
- create a detailed, initial project timeline and revise as needed
- communicate the project's progress to the client and internal teams consistently through status reports, tracking documents, and scheduled status meetings
- send deliverables on time and document signoff agreements from the client
- develop, track, and revise project budget and ensure that invoices are sent at the appropriate project milestones

CHICAGO PUBLIC SCHOOLS 1/03 - 11/04

Substitute Teacher

- substituted at the secondary level in English, Math, Science, Music, and Special Education

OSWEGO HIGH SCHOOL 1/04 - 4/04

Student Teacher

- implemented and developed eighteen week English 4 Honors course
- instructed English Advanced Placement class
- taught Creative Arts course which included elements and principles of: visual arts, music, theatre, and dance

CROSSMEDIA SERVICES 4/02 - 8/02

Marketing Associate

- designed training materials for sales force
- generated qualified leads for sales team
- developed sales stages and account management strategies
- created and monitored marketing activities
- identified prospect needs and clearly articulated value-add solution
- maintained an excellent understanding of CrossMedia Services' and competitors' products
- managed and reported distribution of prospects throughout sales pipeline

ONYX SOFTWARE 7/01 - 3/02

Sales Associate

- created training and marketing material for department
- developed market strategies for tier one accounts
- coordinated enrollment of customers in various marketing campaigns
- generated and qualified customer leads for outside sales representatives
- exceeded productivity targets on a quarterly basis - average 125%
- assisted with the creation and answering of proposals
- handled technical objections and clearly articulated the Onyx architecture and its benefits
- coordinated with Sales Engineers and Consultants to ensure technical requirements could be met

COMPUTER ASSOCIATES (previously Platinum Technology, Inc.) 1/99 - 6/01

Senior Marketing Representative

- worked on marketing campaigns that addressed mainframe and client server tools and applications
- interacted with inside sales to evaluate lead development and campaign strategies
- generated education leads for supplementary certification programs and tool/product training (MCSE, MCSD, Oracle, DB2)
- exceeded productivity targets on a weekly and monthly basis - average 150%
- received repeated "rep of the month" awards as well as "rep of the quarter" award
- contacted existing Fortune 1000 clients in order to evaluate and assess their IT needs
- prospected potential customers through heavy cold calling

HONORS/AWARDS

The National Dean's List, 1998

Dean's List, 1993, 1995

The Eagle Scout Award, 1992