

PROFESSIONAL FOCUS

- ◆ Online and Hybrid Course Development
- ◆ Educational Technology Advancement & Innovation
- ◆ Higher Education Online Instruction
- ◆ Faculty Development and Training
- ◆ Project Leadership and Management
- ◆ Team Coordination and Collaboration

EDUCATION

- ◆ Master of Arts, Instructional Design & Technology, Adult Education – Univ of Colorado Denver – 2021
- ◆ Master of Arts, Biblical Studies, High Honors – Denver Seminary – 2012
- ◆ Baker Book House Award for Distinguished Scholarship – Denver Seminary – 2012
- ◆ Certificate in Web Development – Arapahoe Community College, Colorado – 2000
- ◆ Radcliffe Publishing Course Certificate – Radcliffe College, Harvard University – 1988
- ◆ Bachelor of Arts, English Literature, High Honors – University of California, Los Angeles – 1988

INSTRUCTIONAL DESIGN – EDUCATIONAL TECHNOLOGY – ADULT EDUCATION

Denver Seminary, Littleton, CO 1/2008 – 9/2022

Instructional Design – Online Curriculum Development – Faculty Development

Senior Instructional Designer (01/2018-8/2023; (FMLA 9/2022-10/2023); 11/2023-Present)

Instructional Designer (2014-2017)

- Focus area: Faculty development in online teaching & learning and adult education theory.
- Focus area: Curriculum development for adult education online programs.
- Online course design assessments for improvement in distance education programs.
- Faculty support and training for teaching in online and hybrid learning environments.
- Video-based instruction: video-conferencing technology (Zoom platform), VoiceThread asynch.
- Web-based graphic design and video production: Camtasia, Adobe Photoshop, HTML.
- Learning Management Systems course design and administration: Moodle, Canvas, Blackboard.

Writing Center Coordinator/Editor/Research Support (2012-2013)

Improve research methodology and student/faculty access to resources.

Coordinate editorial staff and graduate editing projects.

Academic Content Developer (2008-2014)

Course Materials for online curriculum– digital presentations, acquisition of online resources.

Research and acquisition of scholarly resources, enhancements to online lectures and materials.

Colorado Christian University, Lakewood, CO

1/2011 – 2014

College of Adult and Graduate Studies – Bachelor of Arts Degree Program

Affiliate Faculty – Curriculum Development – Course Instruction

Online Course Instructor (2012-2013)

Course facilitation, online discussions, content management, redevelopment recommendations.

INSTRUCTIONAL DESIGN – EDUCATIONAL TECHNOLOGY – HIGHER EDUCATION Cont.**Colorado Christian University**, Lakewood, CO

1/2011 – 2014

College of Adult and Graduate Studies – Bachelor of Arts Degree Program

*Affiliate Faculty – Curriculum Development – Course Instruction***Curriculum Developer (2011)**

Complete online and in-class course content: lecture notes, assignments, projects, exams, rubrics.
Instruction manuals, multimedia PowerPoint presentations utilizing audio, video, e-learning.
Supplementary resources print and online, including identification of relevant internet media.

PROFESSIONAL CORPORATE EXPERIENCE**ROI Promotions, Inc.**, Centennial, CO

12/1998 – 12/2010

*President & COO***Data Management, Online Program Architecture and Development****Staff Management: Administrated staff for data entry, review, and verification***TurnerResources.com/TurnerValue.com (2000-2010)*

Architected, designed, developed online reporting system for cable sales promotion media value tracking customized for *Turner Network Sales* (TBS, TNT, CNN, HLN, CN). ROI online tracking.

PromotionReports.com, a division of ROI Promotions (2004-2007)

Online reporting system for cable sales promotion media value: Discovery, Food Network, HGTV.

Liaison: Corporate, Creative, and IT Teams**Website Development, Project Management****Training – Training Manuals***Comcast Spotlight Western Division/Comcast Cable (2006-2007)*

Coordination for Intranet Website with Comcast marketing team, creative designers, and technical programmers, tracking project details, communications, timelines, and budgets, to insure maximum website program presence, effectiveness, and functionality. Collaboration with team to prepare 100+ page training manual for in-house staff use of system.

Time Warner Cable, Englewood, CO

8/1993 – 12/1998

*Corporate Manager of Advertising Sales Promotions (52 divisions nationwide)***KBL TV, Inc., d.b.a. KBL Media**, Denver, CO (acquired by Time Warner Cable, 1995)*Director of Promotions***Promotion Planning and Development**

Developed multi-market promotions as incremental revenue streams for advertising clients, managed production, on-site execution, and ROI analysis.

Design – Writing – Video Editing

P-O-S and promo spot graphic design, script-writing, video editing.

Budget Preparation and Management

Tracked incremental revenue; maintained expense budget.