

Stephanie Smith

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Career Summary

Innovative, and results-oriented Instructional Designer with over 13 years' experience in training and development for a variety of industries including software, sales, customer service, medical management industries. Specializing in eLearning and learning management systems with a proven track record of successful implementation. Skilled in performance and change management course development. Highly effective manager with a Master's degree in Information Learning Technologies, eLearning Design and Implementation.

Awards

Colorado State University, Media Festival award of excellence 2009 - Q3 eLearning training

ACSI awarded to DISH Network (dedicated team 2010)

Presented at DevLearn's Demofest (eLearning Guild Conference 2010)

Technical Experience

- Proficient learning technical applications to create training
- Ability to research and self-instruct to create training
- Excellent Knowledge of: ADDIE, Task Analysis, Training Plans, ILTs, OLTs, 4MAT Theory, Bloom's Taxonomy, Multiple intelligence theory, BEST, Kirkpatrick's level of evaluation, Kolb, Dual Coding Theory, ERG theory, Baddley & Hitch model of working memory, Functional Context Theory
- Experience with: Adobe Captivate 3-8 (expert user), MS Office (Word, Excel, Access, PowerPoint, Outlook), SharePoint, Adobe Acrobat, Photoshop, InDesign, Illustrator, Adobe Connect, Articulate, SnagIt, Audacity, Goldwave, SCORM

Professional Experience

MGMA (2012-Present)

Englewood, Co

eLearning Manager

- Hiring, managing and training eLearning team. Designed learning platform with redesigning business processes to fit new platforms.
- Use the strategic goals and tactics from the Operations team to align team and support other department initiatives such as: Professional Development team creation, product development strategy, curriculum gap analysis and other department integrations with the LMS.
- Design and develop new curriculum that through evaluations showed overall growth with learners. Incorporated new user interface design models to improve user experience.
- Manage budgets and timelines, responsible for researching & evaluating emerging trends in online education programming to implement new & innovative technologies that can easily be used in the development of online education programs (online courses, seminars & webinars).
- Manage LMS migration to new system. Project management of training initiatives including webinars, eLearning, and accreditation. Mentored and trained employees.

Miller Heiman (2012)

Littleton, Co

Instructional Designer

- Manage LMS migration to new system. Project management of training initiatives including customized materials, translations and program materials.
- Updated eLearning and manage rollout and deployment.
- Redesign file management system, created training department processes and implementing new processes.
- Worked with customers to identify and solve eLearning issues.

Webroot (2010-2012)

Broomfield, Co

Instructional Designer/ Courseware Developer

- Create online trainings and ILTs with a focus in technical training, train the trainer courses and sales.
- Responsible for logistics for training programs including face to face training events.
- Project management of training initiatives.
- Building online videos and customer facing materials with a focus to train technical material for customers to understand.
- Maintain Share Point, setup and maintaining LMS. Training analysis, outlines and plans, storyboard creation, production and Voice Over talent.

Dish Network (2007-2010)

Englewood, Co

Instructional Designer/ Developer

- Create online trainings and ILTs using InDesign, Captivate, Articulate.
- Training analysis, outlines and plans, storyboard creation, production. Editor, Voice Over talent.

Jefferson Public Schools (2002- 2007)

Jefferson Academy, The Pinnacle Charter School, Jefferson Hills

Secondary History/English Teacher/Special Education Teacher

- English and Social Studies, integrate technology, maintaining class website, aligning K-12 standards, goals and objectives with course curriculums.
- Monthly reports, treatment coordination, scheduling, individual education curriculum, team leader, departmental summaries and meetings

Denver Public School (2001- 2002)

Denver Children's Home

Denver, CO

Teacher

- Social studies, science, math, health, affective education, art, and P.E, Monthly reports, grades, I.E.P.s, transitions, transport, organized fieldtrips, lesson plans, group activities, classroom management, and training of other staff.

Training & Education

M.A. Information Learning Technologies, eLearning Design and Implementation, University of Colorado at Denver, (2010- 2011)

Regis University (2002 – 2004) Secondary License with endorsements in Speech, Social Studies, English and Literacy certificate.

Colorado State University (1997 – 2000)

B. A. Speech Communications with an emphasis in Media

Professional Skills

- Excellent knowledge of Microsoft Office Products
- Project management skills
- Training logistics and planning
- Working knowledge of Adobe Products including Captivate, Photoshop, Adobe Connect
- Written and Oral communication- Editor and Voice Over talent
- Broad knowledge of Avid (digital editing), linear and Non-linear editing, and studio production.
- Ability to influence others, effective communication and interpersonal skills
- Actively promotes a team atmosphere through leadership by example, fostering personal and professional growth of others
- Strong management and mentoring skills

For portfolio examples, writing samples and philosophies please visit: <http://stephaniej.weebly.com/>