

CURRENT
POSITIONS

Instructional Designer

Consult on the educational uses of technology; contract with educational institutions to create custom curriculum and web site solutions. (January 1999-Current)

- *Pearson Online Education*: Wrote test questions for online courses in Classroom Management and Collaborative Learning
- *Against the Clock Publishing*: Technical editing of intro and advanced Photoshop textbooks
- *University of Michigan's Sweetland Writing Center*: Created handouts on visual rhetoric and graphic design for use in the Center's Multi-Literacy Program
- *Microsoft Press*: redesigned the pedagogical template for the *Academic Learning Series* – textbooks, lab manuals, and instructor materials used for teaching networking topics at community and trade colleges.
- *University of Nebraska-Lincoln Peer Review of Teaching Portfolio Program*: consult on the use of web technologies in faculty electronic portfolios; create and maintain web site.
- *Michigan Natural Features Inventory*: Redigitize GIS maps to increase map/database precision using ArcGIS.
- *Kalamazoo Nature Center*: Designed and taught daily activities for 1st – 6th graders. Sample topics: Birds, Carnivores and Herbivores, Owls of Harry Potter, Gardening.
- *Various colleges and universities*: perform on-site presentations about the use of educational portfolios; assist in designing portfolio programs tailored to the campus.
- *American Association for Higher Education*: maintained online database of institutions using educational portfolios.
- *The Field Museum, Chicago*: Designed an interactive computer module (on display in the Rice Biological Research Station) about the Field's man-eating Tsavo Lions.

University of Michigan School of Nursing

Alumni Welcome Center and Development Office

Create electronic office communications; general office assistance. (June 2004 – Current)

SKILLS

Computer Skills

Systems

- Macintosh and Windows 95/98/XP/2000/XP. Also familiar with DOS and UNIX systems.

Software

- ArcGIS, Blackboard, CourseTools, Dreamweaver, Eudora Pro, Excel, Fetch, FileMaker Pro, Fireworks, Freehand, Illustrator, Image Ready, Internet Explorer, Front Page, Netscape Communicator, OnCourse, PageMaker, Photoshop, PowerPoint, Publisher, Word, WS_FTP, and able learn new applications very quickly

Hardware

- Digital photography and scanning

Additional Skills

- Excellent oral and written communication, including public presentation, instruction, World Wide Web site development, computer documentation, and a \$152,000 federal grant from the Fund for the Improvement of Post-Secondary (FIPSE)
- Conversant in Spanish and German

EDUCATION

Kalamazoo College, Kalamazoo, Michigan

Degree: B.A. in English, June 1996 GPA: 3.91/4.00

Phi Beta Kappa, Kalamazoo Honors Scholarship

Indiana University, Bloomington, Indiana

Master's Degree in Instructional Systems Technology; focus in Environmental Education

December, 2003 GPA: 3.96/4.00

Coursework in educational psychology, instructional design, online learning, and ecology

PREVIOUS
EXPERIENCE

Kellogg Community College

Adjunct Faculty Member

Taught college courses in web design and graphic design, including web graphics, layout and usability, Dreamweaver, and Photoshop (August 2002 – May 2004)

Kalamazoo College, Kalamazoo, Michigan

Portfolio Coordinator

Oversaw the day-to-day administration of all aspects of the Kalamazoo Portfolio, a Web-based reflective tool for students. This graduation requirement provides students with a means to reflect upon connections among various parts of their education and to plan better for life after graduation. (June 1996-August 2000)

- Created the prototype Kalamazoo Portfolio, designed electronic templates, wrote documentation, and led workshops for students, faculty, and administrators.
- Wrote proposal and final grant application to the Fund for the Improvement of Post-Secondary Education (FIPSE) to fund the "K" Portfolio. Approved July, 1997, for \$152,000.
- Produced paper and Web-based manuals and documentation for faculty, students, and other institutions interested in using Portfolios.
- Presented the Kalamazoo Portfolio project at regional and national conferences.
- Trained and oversaw student workers.
- Taught approx. 55 student and faculty workshops per year on various topics related to Portfolio creation, including web page design. Provided additional tutorials as needed.
- Provided technical support to faculty wishing to incorporate the Portfolio or other technology into courses.

Kalamazoo College, Kalamazoo, Michigan

Technology Coordinator, Career Development Center

Worked with college faculty and administrators on program development and technological applications related to several new College initiatives in experiential education. (June 1996-September 1997)

- Designed Kalamazoo College's World Wide Web site; oversaw three student workers who assisted with data entry.
- Created an interactive, relational, Web-accessible database of student internships. Students may search the database by academic discipline, job function, and job setting, as well as by city, company, and other traditional criteria.
- Created student registry database allowing Career Development staff to automatically e-mail internship opportunities to students according to students' interests.

Kalamazoo College, Kalamazoo, Michigan

Web Site Developer

Created Web sites for various administrative and academic departments, including Admissions, the Center for Experiential Education, English, the Health Center, and Student Services. Most sites have been revised; please see <http://www.drgndrop.com/webSamples.html> for links to examples of recent web work. (Fall 1995-Spring 2000)

Kalamazoo College, Kalamazoo, Michigan

Admissions Intern

Represented the College at college fairs, wrote recruiting brochures and correspondence, redesigned and rewrote admissions web site. Internship completed as part of senior thesis, which earned departmental honors. (Fall 1995)

PUBLICATIONS
AND
PRESENTATIONS

Microsoft Press Academic Learning Series

Instructional designer for six title-series of community college textbooks on computer networking. (February, 2004)

Electronic Portfolios: Emerging Practices in Student, Faculty, and Institutional Learning

Technology consultant and contributor. (Published by the American Association for Higher Education, Washington, D.C., June, 2001.)

The American Association of Higher Education National Conference and Assessment Forum

Co-presenter on the Kalamazoo College Electronic Portfolio. (March and June, 1998)