



PURPOSED DESIGN

Learning & training shouldn't be a chore.

HEATHER'S RESUME

EdTech: Trainer, Instructional Designer, & LMS Admin. Wizard of spreadsheets and organization!

From the science classroom → the world of EdTech as a trainer, instructional designer, LMS Admin (Canvas), and district-level project manager. I have designed with innovation, trained with passion, built relationships with empathy, and led projects with efficiency. I have a strong work ethic and eye for detail. Sit back and watch me use the power of technology to increase your project/team's organization and efficiency.

Work Experience

Instructional Technology Facilitator

Gaston County Schools - Gastonia, NC

August 2015 to October 2021

As a district-level K-12 Instructional Technology Facilitator, my role included a large scope:

★ EdTech Trainer and Instructional Designer

- Various platforms: Google Workspace (certified trainer), MS Office, Apple (iWork) • Video creation with Camtasia, iMovie, Final Cut Pro, Loom
- Design with Canva, Procreate, Adobe Captivate, Articulate Storyline
- Web Conferencing with Zoom and Google Meet
- Delivered personalized face-to-face and virtual (synchronous and asynchronous) EdTech training incorporating hands-on, interactive, and innovative approaches to learning to a wide variety of adult audiences (teachers, administrators, and district leaders)
- Compliance: ADA, COPPA, CIPA, FERPA, Copy Right, and Fair Use laws
- Create/maintain support documentation: videos, how-to guides, quick reference sheets/checklists, sketch notes, infographics, and FAQ documents

★ Canvas LMS Administrator

- Technical support (ticketing system providing tier 1 and tier 2 support) and functional support (terms, grading periods/schemes, user creation, etc.)
- Admin Settings: branding, reports, analytics and statistics, LTIs/external apps, etc. • Create/maintain support documentation and district-wide training

★ Project Management

- Official Google Project Management certification achieved in October 2021
- Tools: Gantt charts, Kanban boards, RCAI grids, Asana, Jira, and Trello
- Examples: EdCamp Gaston 2016, EdCamp Gaston 2019, Digital Innovators Days 2018, Graduation Videos 2020, Graduation Videos 2021, Pinnacle Cohort 21, 22, and 23

★ School-Based Support

- Individual teacher support (5-8 schools, ~200 teachers) through co-teaching, model lessons, PLCs, lesson design and support, troubleshoot EdTech technical issues
- Assess school needs and design/provide training accordingly

◆◆ I became a Certified Apple Teacher, G Suite for Education Certified Trainer, and presented 3 times at NCTIES.

Instructional Designer

Zia Learning - Chicago, IL
May 2015 to August 2015

I worked for Zia Learning to create online courses on Blackboard for the Ohio Distance and Electronic Learning Academy (OhDELA). I created a high school biology course, high school Earth and Environmental science course, and an 8th-grade middle school science course.

eLearning/Blended Learning Science Instructor at iMeck Academy Charlotte

Mecklenburg Schools - Charlotte, NC
August 2014 to June 2015

I worked as a blended learning instructor in a 1:1 environment teaching chemistry, biology, and forensics. I collected and reported whole-class and individual student data on a weekly basis so that my instruction was data-driven but also in an effort to help students develop metacognition skills. My technology-driven instructional design infused video-based, game-based, and project-based learning. I continued to develop my flipped-learning model in order to personalize and reach each individual student.

I was an active member of the iCoach team, which discussed technology uses school-wide and provided technology professional development to colleagues.

◆◆ I became a Certified G Suite for Education Certified Teacher, presented for the first time at NCTIES, and I also presented the use of video in the classroom, specifically flipped learning, to CMS technology facilitators in April 2015.

eLearning/Blended Learning Science and Math Instructor

Notre Dame International High School - Paris, France
August 2012 to June 2014

I taught Chemistry, Physics, Algebra II, and two one-semester electives (technology and science current events, which created a "21st Century Science" blog) at Notre Dame International High School. In this role, I developed a flipped-learning module in order to personalize and reach each individual student's needs. Also in this role, I began to find my passion for helping others with instructional technology. I assisted my colleagues in EdTech tools and possible implementations in the classroom.

Education

Graduate Certificate in Instructional Design

University of North Carolina at Charlotte - Charlotte, NC
September 2015 to May 2017

Master's degree in Curriculum and Instruction American

College of Education - Indianapolis, IN September 2012 to May 2014

Bachelor's degree in Science Education

Western Carolina University - Cullow

August 2007 to May 2011

Certifications and Licenses

NC Teaching License

6-12 Science and Instructional Technology

Certified Google Educator

Certified Google Trainer

Project Management - Google Career Certificate