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## Curriculum Developer Resume

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### Job Objective

Seeking a Curriculum Developer position that offers an immediate challenge, career opportunity and advancement.

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### Work Experience:

Curriculum Developer, July 2006 – Present  
V&T, Inc., Spokane, WA

- Developed and maintained records and databases on student and program activities, materials, equipment, and supplies.
- Edited, and coordinated development of course catalogs, promotional materials, educational materials and brochures.
- Ordered and purchased project supplies and materials for the curriculum.
- Traveled to other relevant community venues to support curricular activities.
- Created, typed, edited program correspondence and purchased documents, reports, program handbooks, and other publications.

Curriculum Developer, May 2002 – June 2006  
Zoom Corporation, Spokane, WA

- Designed and implemented all PIRC related curriculum and course materials for public, professional and community educational programs.
  - Organized and facilitated the delivery of curriculum and other educational programming.
  - Coordinated space and facilities usage as appropriate to overall curriculum requirements.
  - Developed curricula manuals in early childhood parent education and parent engagement in the primary, middle and high schools.
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### Summary of Qualifications:

- Profound knowledge of Instructional Systems Technology study and experience analysis, design, development, implementation and evaluation
  - Excellent ability to coordinate and organize educational programs, meetings and special events
  - In-depth knowledge of curriculum development and preparation procedure
  - Ability to design curriculum for a variety of delivery systems (CBT, web-based, and classroom environment)
  - Outstanding ability to prioritize workload to meet deadlines
  - Skill in the use of personal computers and related publication software applications
  - Excellent communication, teamwork and technical writing skills
  - Excellent analytical and problem-solving skills
  - Ability to gather and analyze statistical data and generate reports
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### Education:

Bachelor's Degree in Organizational Development, Central Methodist University, Missouri, MO

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