
INSTRUCTIONAL SYSTEMS SPECIALIST RESUME

Summary:

A versatile, individual backed by strong proven years of expertise involving coordination and development of instructional materials; exhibits a strong grasp and uses tested approach in creating educational content, incorporating current technology with the traditional practices and theories; has superb writing style used in conceptualizing guidelines to educators and instructors for curriculum development; possesses strong skills in directing and motivating staff; fluent in the English language; highly articulate and extremely organized.

Professional Experience:

Instructional Systems Specialist January 2007 – present
SUNY Campus Systems, Albany, NY

Responsibilities:

- Created, administered, and managed instruments for monitoring and reporting on all aspects of the academic program.
- Established criteria to assess all phases of program effectiveness.
- Analyzed and interpreted collected data utilizing sound application of analytical concepts and statistical techniques.
- Prepared reports that reflect accepted principles of evaluation.

Instructional Coordinator May 2004 – December 2006
Csd, Moore, OK

Responsibilities:

- Developed instructional material.
- Coordinated educational content, and incorporated current technology in specialized fields.

Research Analyst February 1999 – May 2004
ManTech International, Tidewater, OR

Responsibilities:

- Created, administered, and managed instruments for monitoring and reporting on all aspects of the academic program.
- Established criteria to assess all phases of program effectiveness.
- Analyzed and interpreted collected data utilizing sound application of analytical concepts and statistical techniques.
- Prepared reports that reflect accepted principles of evaluation.

Instructional Coordinator May 2004 – December 2006
Csd, Moore, OK

Education:

Ph.D in Education
Stanford University, CA, 2002
Master of Education
Stanford University, CA, 1997
Bachelor of Science in Education
Stanford University, CA, 1995

Skills:

- Good negotiating and interpersonal skills, strong organizational skills
 - A high standard of computer literacy; proficient in WordPerfect, Windows MS Word, Excel, Visual Basic, Power Point, and various application programs
 - Management Skills: time management, communications, goal settings training, assertiveness training
 - Strong communications skills as author, lecturer, teacher, debater
 - Strong problem-solving and analytical skills
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Awards and Honors:

Dean's Lister, Stanford University, 1995
Senior Member, MBA Association, 1997
National Teachers Association, Member

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