Cathy Nunez

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8174 W. 90th Ave.
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Objective

Seeking a position in which my abilities to write, design and edit college course materials can be utilized in an organization focused on delivering value to its customers.

Technical Skills		
Microsoft • Sharepoint • OneNote • Word • PowerPoint • Publisher • Excel Adobe • Acrobat • Photoshop	• PageMaker • Articulate • iSpring • LMS: Blackboard, eCollege, Moodle • Language: HTML • VideoSpin • Snag-It • Facebook • Jing	• PC's • Macs • Network equipment including routers, switches and cabling • Digital cameras • Smart Boards

Knowledge Skills Abilities

Leader:

- Successfully led small team of designers and technologists in the development of a multimedia standards manual for online college course learning objects.
- Led small group in analysis and design of internal staff training based on need.

Initiator: Proposed the design and development of an online subject matter expert training course and then followed through by developing the course in collaboration with a small team.

Collaborator: Partnered with institutional personnel, such as program mangers and faculty to develop a blended faculty training course taught online.

Project Manager:

- Manage a group of subject matter experts to design and develop course content and materials for online career college courses including Technology, Business, Healthcare, Criminal Justice, and Visual Communication Design.
- Manage multiple projects of various size and scope from internal staff development, to multiple college course development.

Trainer:

- Developed and delivered staff development training in a blended environment to train learners on Microsoft Word basics.
- Conducted research and interviews of various constituents to design and develop learning modules for blended/hybrid course instructors.

Communicator: Excellent written and oral communication skills, from writing lecture material to facilitating and leading group training.

Innovator: Sought alternative flash publishing software to Adobe Connect and trained on Articulate Studio 09 to develop interactions for an online training course.

Editor/Proofreader: Proofread and edited over 100 college courses in varying subjects ranging from technology, to healthcare, to business career courses.

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Work History

Westwood College, Academic Affairs, Denver, CO (2008 – present)
Instructional Designer

St. Vrain Valley School District, Career Development Center, Longmont, CO (1996 – 2008)
Teacher (Career Development Center)
Staff Development Trainer (SVVSD and CBOCES)
Tutor (Olde Columbine High School)
Building Technical Representative (Career Development Center)

Denver Post, Denver, CO (1994 – 1995)
Assistant District Manager

Jones Intercable (now Jones International), Englewood, CO (1990 – 1993)
Satellite Radio Operator

Porter Hospital Day Care, Denver, CO (1987 - 1990)
Groupleader

Monarch Marking Systems (now Avery Dennison), West Carrolton, OH (1984 – 1986)
Video Production Assistant

WSU Cablevision, Dayton, OH (1984 - 1986)
Program Director
Production Manager
Operations Engineer

Education and Certifications

M.A. e-Education
University of Phoenix, Phoenix, AZ 2003

Bachelor of Arts Mass Communication, Broadcasting
Wright State University, Dayton, OH 1986

Credential
Colorado Vocational Credential, Arts, A/V Technology and Communication; Business, expires 2012

CCNA Training
Received Cisco Networking Academy training in preparation to teach the Certified Cisco Network Associate course in 1999. CCNA Certified from 2001-2004.

Grants

Wrote and was awarded the St. Vrain Valley School District Technology Grant/Technical Services Department (Olde Columbine High School, 1999), $10,000.