

MARY WISEMAN

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SUMMARY

Highly motivated and innovative individual with a successful background in instructional design who creates robust, media-rich content in both academic and corporate settings. Recognized as a hands-on, proactive problem-solver who rapidly identifies issues, formulates strategic plans, and initiates and implements new processes in challenging and diverse environments. Enthusiastic facility to coordinate and analyze data for investigation, interpretation, and presentation of recommended learning and training solutions. Outstanding ability to synchronize logistics, budgets, and the people-power required implementing educational programs while collaborating with and inspiring others. Focuses on details while keeping an eye on the big-picture and long-term goals.

TECHNICAL SKILLS

Experienced teaching and working, with the following software programs, within Apple and IBM computer environments and cross-browser platforms.

AWeber email manager
Adobe Flash
Adobe Illustrator
Adobe InDesign
Adobe Photoshop
Audacity sound editor
Blackboard LMS
Blogger
Camtasia Studio
Content Management Systems
Edline Learning Mgmt. System
Elluminate web conferencing

Google Analytics
HTML & XHTML
iMovie digital video editing
Learning Mgmt. Systems
Mahara ePortfolio
Microsoft Suite
Microsoft PowerPoint
Microsoft Visio
Moodle LMS
OnDemand Software
Podcasting
Qualtrics survey software

Quia
Screencast
Second Life
SCORM standards
Snag-It screen capture
SPSS/PASW analytics program
Survey Monkey software
Web CT learning system
Web EX web conferencing
Wiggio
Wikis/Wikispaces
WordPress/BuddyPress

EMPLOYMENT HISTORY

THE COLLABORATIVE FOR EDUCATIONAL SERVICES ■ NORTHAMPTON, MA
Instructional Designer, Moodle Content Developer & Online Facilitator

2010 TO PRESENT

- Designed instructional modules and activities, using the Moodle LMS, for the 776 Algebra Online Course taking into consideration student learning styles and needs.
- Developed the online registration process including the back-end automated registration process used for student applications and access to the Moodle course.
- Collaborated in the development of the *Effective Coaching for eLearners: Developing 21st Century Habits of Mind* course.

- Developed and maintain the online registration process including the back-end automated registration process used for teacher applications into the *Effective Coaching for eLearners: Developing 21st Century Habits of Mind* course. This course runs three times annually.
- Co-facilitate the *Effective Coaching for eLearners: Developing 21st Century Habits of Mind* course working with teachers, from across Massachusetts to; sustain discussion forums, supplement resource materials, troubleshoot technical issues and assist with web conferencing. This course runs three times annually.
- Established and maintain the enGrade grading system for all enrollees including communications with students, parents and administrative constituents.
- Maintain technical support for students, statewide, enrolled in the Algebra Online Course.
- Interview Algebra students, on site, as they use the online course and from these interactions, create and edit videos and still images for use in promotional materials for web, print and face-to-face communications.
- Develop how-to videos, podcasts and supplemental learning materials for use in various Moodle courses.
- Attend Peer-to-Peer conferences wherein districts, statewide, share information involving ongoing projects with other directors and academic constituents.
- Developed and presented podcasting workshops to train faculty in the use of podcasting for their online and/or hybrid classrooms.
- Trained coworkers and faculty to use web conferencing tools and environment.

MASSMUTUAL INSURANCE ■ SPRINGFIELD, MA

2008 to 2009

Instructional Designer, Content Developer and Instructor Led Trainer [ILT]

- Developed an understanding of subject matter through materials provided and individual research with Subject Matter Experts [SMEs].
- Prepared interview protocol, collaborated with and gathered course content from SMEs and developed learning objectives for use in designing training.
- Designed 5 training courses for the introduction and implementation of the *Appointment and Licensing* initiative being incorporated into the current MassMutual operating systems.
- Developed job aids and assessment materials.
- Led 5 courses to teach, over 150 MassMutual employees, how the new systems impacted their jobs and prepared them for the new systems being implemented.

MARY WISEMAN DESIGN ■ NORTHAMPTON, MA
Instructional Designer and Web-based Trainer [WBT]

2005 TO PRESENT

INTERNATIONAL BACCALAUREATE VISUAL ARTS EXAMINER ■ NEW YORK 2010
South Side High School, Rockville Centre, Schenectady High School, Schenectady, and Albany High School, Albany, New York

- Analyzed and graded 85 students' candidate research workbooks in preparation for site visits to the various high schools.
- Performed one-half hour, personal interviews with same 85 high school students while visiting each high school prompting each student to orally defend their body of artwork.
- Reported each student's individual grades and wrote a program review for each of the three high schools judging their art programs and suggesting methods of improvement.

ADJUNCT PROFESSOR ■ MASSACHUSETTS
Center for Digital Imaging Arts CDIA, Boston University, Waltham, MA 2006-2007
Holyoke Community College, Holyoke, MA and **Westfield State College**, Westfield, MA

- Created and delivered instructor led training [ILT] and web based training [WBT] curricula, including; general and specific outcomes, rubrics, and procedural steps, to instruct college-level and adult students.
- Taught subjects ranging from: Computer Concepts, Microsoft Office 2003 Concepts and Techniques, Design Fundamentals, Web Development, and Design Projects using both online and hybrid instructional techniques.

THE INTERNATIONAL SCHOOL OF BEIJING [ISB] ■ BEIJING, CHINA 1994 to 2005
International Baccalaureate Visual Arts Instructor

- Created, wrote, and delivered visual arts curricula, both in-class and via Edline web based training [WBT], in support of the International Baccalaureate Visual Arts Degree, including; general and specific outcomes, rubrics, and procedural steps, to teach visual arts to high school students.
- Developed curriculum materials to teach students, over a two-year program, how to; research and experience a chosen focus of studio art study, produce a body of art, learn to critique other artists' work, maintain an intensive research workbook and prepare for an externally assessed exhibition.
- My International Baccalaureate Visual Arts students consistently scored in the upper 90 percentile and were admitted into prestigious visual arts colleges around the world.
- Oversaw an \$18,000 departmental operating budget and successfully obtained an additional \$20,000 grant to upgrade art department's wireless digital instructional suite.

CONFERENCES

MASSCUE-MASSACHUSETTS COMPUTER USING EDUCATORS CONFERENCE ■ WORCESTER, MA October 2011
Today's Global Learners = Tomorrow's Global Leaders

- Creating and leading two hands-on workshops entitled: *What's Your Mobile eLearning Strategy?* that will explore strategies to implement mobile eLearning in any classroom environment and *Motivating students to become self-directed learners*, which will teach skills, tools and techniques that can be immediately implemented into any hybrid classroom or online course to teach independent thinking skills and teach how to motivate, coach and empower students through the self-directed learning process.

THE COLLABORATIVE FOR EDUCATIONAL SERVICES ■ NORTHAMPTON, MA **2010** TO PRESENT

- Research and analyzed the instructional needs of colleagues at The Collaborative. Created and delivered hands-on podcasting professional development workshop instructing professors, teachers, and various educators how-to develop, create and apply podcasts to enhance their learning environments.

MASSACHUSETTS COLLEGES 4TH ANNUAL eLEARNING ONLINE CONFERENCE ■ LOWELL, MA 2007
and

WESTFIELD STATE COLLEGE TECHNOLOGY CONFERENCE ■ WESTFIELD, MA 2007

- Researched and analyzed instructional needs of college professors, in delivering online course content and identified instructional technology strategies using podcasting and blogs to enhance online and hybrid classroom environments.
- Created and delivered hands-on workshop presentations, teaching college professors how to develop, create and apply podcasts and blogs within their own online and hybrid classroom environments.

PUBLICATIONS

THE INTERNATIONAL ASSOCIATE FOR K-12 ONLINE LEARNING [INOCOL] **2012**

Coauthoring a chapter entitled: *Lessons Learned in Teacher Mentoring: Supporting Educators in K-12 Online Learning Environments* for

EDUCATION

GRADUATE CERTIFICATE IN INSTRUCTIONAL DESIGN University of Wisconsin/Stout 2010

WORDPRESS WORD CAMP New York City 2009, 2010 & 2011

PODCAMP Boston & Westfield, Massachusetts 2007, 2009, 2010 & 2011

MASTERS OF ARTS DEGREE Media Studies The New School, New York City 2002

BACHELOR OF ARTS DEGREE Social Sciences The New School, New York City 2000

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PLEASE VISIT [MY WEBSITE](#) TO VIEW EXAMPLES OF MY WORK.

TO VIEW SAMPLES OF [MY INSTRUCTIONAL DESIGN WORK](#)

USE THE PASSWORD: SUMMER [ALL LOWER CASE] WHEN PROMPTED.