

Monica Loewy Caplan

Senior Instructional Designer and Curriculum Developer

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Monica@TheLeslieGroup.com

No job is too large or too small. I can help "rescue" all or part of instructional-design projects that are behind schedule, are in need of additional manpower, or need to be reworked for any reason. I can also produce courses—instructor-led, e-learning, or blended—from start to finish.

Areas of Expertise

- “Rescuing” curriculum/instructional-design projects
- Instructional systems design
- Writing and editing (grammar, style, and punctuation)
- Print-ready typesetting
- Development of presentation media
- E-Learning (Distance/computer-based learning)
- Instructor-led training and blended-learning

Subject-Matter Experience

Mathematics, financial training, mortgage banking, dental-practice management, education, consulting, marketing, general management, employee orientation, telephone switching systems, electrical systems and lighting, boiler maintenance, environmental issues, communications skills, meteorology, business coaching, call-center management, distance-learning techniques, training skills, and presentation skills

Education

M.Ed. Instructional Design/Educational Media, University of North Carolina at Chapel Hill

B.A. Mathematics Education, University of North Carolina at Chapel Hill

Additional Course Work Technical writing and editing, principles of adult education, communication skills

Software Experience

Adobe Captivate®	Microsoft Word®	CorelDRAW!®
Adobe Illustrator®	Microsoft PowerPoint®	GeoGebra®
Adobe InDesign®	Microsoft FrontPage®	The Geometer's
Adobe Photoshop®	TechSmith Camtasia®	Sketchpad®
Articulate Engage®	TechSmith SnagIt®	
Articulate Presenter®	Raptivity®	
Articulate Quizmaker®	MathType®	

2006 – Present

President/Owner and Senior Instructional Designer

The Leslie Group, Inc.
Baltimore, Maryland

Work with subject-matter experts and stakeholders to develop instructor-led, e-learning, and blended training, and educational, informational, and instructional materials from idea inception through finished product. Skills include instructional design, writing, editing, typesetting, graphic design, and e-learning product development.

Materials developed include course/curriculum outlines, exercises and other learning activities, e-learning materials, visual aids, presentation materials, instructor's guides, participant's guides, job aids, manuals, and booklets.

Clients include GlaxoSmithKline, Nortel (Northern Telecom), SAS Institute, PPD, Instrument Society of America, Air & Waste Management Association, K12 Inc., US Environmental Protection Agency, North Carolina State University, One Room Systems/Technology Based Instructional Systems, Regional Technology Strategies, The Pyramid Resource Group Inc., Feedback Inc., Purvis Communications Inc., The Nature Conservancy, Creative Mortgage Solutions, InterCoach Training and Development, Interpath, SouthPeak Interactive, Square Peg Consulting, MultiLink Inc., Credit Union National Association, and Vialog Group Communications.

Co-authored one book (*Yes, You Can Get a Mortgage*) and two training programs (*Loan Officer Success* series).

2004 – 2006

Curriculum Development Specialist

Levin Group, Inc.
Baltimore, Maryland

Worked with subject-matter experts and team members to design and create client-education materials based on sound instructional systems design principles. Designed, wrote, edited, and typeset instructional materials, including manuals, instructor's guides, participant materials, handouts, job aids, and presentation materials. Advised management about effective adult-learning techniques. Ensured that consultants were trained in the delivery of material.

2003

Mathematics Editor

Words and Numbers, Inc.
Baltimore, Maryland

Managed projects and edited, wrote, and rewrote educational materials. Helped establish project schedules. Edited manuscripts to ensure compliance with client specifications, accuracy, appropriateness, and the Company's standard of quality. Assessed and provided feedback on the quality of outside writers. Adhered to budget set by supervisor and complied with project schedules and editorial processes. Supervised outside writers and editors. Monitored progress of projects. Assessed project needs and potential problems and provided solutions.

1994 – 2003

President/Owner and Senior Instructional Designer

The Leslie Group, Inc.
Cary, North Carolina (1994 – 2000)
Baltimore, Maryland (2000 – 2003)

Work with subject-matter experts and stakeholders to develop instructor-led, e-learning, and blended training, and educational, informational, and instructional materials from idea inception through finished product. Skills include instructional design, writing, editing, typesetting, graphic design, and e-learning product development.

Materials developed include course/curriculum outlines, exercises and other learning activities, e-learning materials, visual aids, presentation materials, instructor's guides, participant's guides, job aids, manuals, and booklets.

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Co-authored one book (*Yes, You Can Get a Mortgage*) and two training programs (*Loan Officer Success* series).

1990–1994

Director, Coordination and Design Services (1990–1994)

Curriculum Developer (1990–1991)

Research and Evaluation Associates, Inc.

Chapel Hill, North Carolina

Simultaneously served as Project Director for two projects, one of which was a \$1.7 million EPA contract. Directed instructional designers, editors, artists, publications specialists, and other staff who designed and developed educational, informational, marketing, training, and presentation materials. Reported to Vice President. Was responsible for technical and fiscal outcomes of project activities. Planned, designed, and implemented technical support, development, and training activities. Conducted staff training and provided training and technical assistance to clients. Led and directed proposals. Ensured that necessary resources were available. Identified and pursued market opportunities.

1984–1990

Mathematics Tutor

Chapel Hill, North Carolina

Worked as a private mathematics tutor for junior and senior high school students.

Prior to 1990

Manager of Instructional Design & Instructional Designer

Northrop Services, Inc.—Environmental Sciences

Research Triangle Park, North Carolina

Supervised the design of all training materials produced by the Air Pollution Training Institute.

Mathematics Teacher

Chapel Hill, North Carolina

Taught wide variety of mathematics courses.