

Stephanie A. "Atara" Oliver
Baltimore, MD 21215
Contact through The Leslie Group, Inc.
(410) 653-1040 work

I enjoy working on all types of instructional-design projects and delivering workplace training. I can design and develop courses—**instructor-led, e-learning, or blended**—from start to finish ...or "jump right in" when a project in progress needs assistance.

Areas of Expertise

- Developing e-learning, blended learning, and instructor-led materials
- Adding training materials to websites using HTML
- Instructional systems design (ADDIE model and variations)
- Writing and editing (grammar, style, and punctuation)
- Analyzing training needs
- Designing training
- Developing presentation media (slides and e-learning materials)
- Designing assessments
- Delivering training
- Creating computer graphics
- Quickly grasping new subject matter

Subject-Matter Experience

I have designed training related to finance, communication skills, business topics, mathematics, equipment operation, and Judaic studies.

Software Experience

- Adobe Dreamweaver®
- Adobe Flash®
- Adobe Illustrator®
- Adobe Photoshop®
- Articulate® Software
- Microsoft PowerPoint®
- Microsoft Word®
- Techsmith Camtasia®

Education

2008 – Present: Graduate Certificate in Instructional Technology (currently working on),
San Diego State University School of Educational Technology

2007: Certificate IV Training and Assessment, Australian Institute of Education and Training,
Melbourne, Australia

2003: Seminary Diploma Jewish Studies, Machon Chana Seminary, Brooklyn, NY

Additional Studies: Finance and banking, editing, principles of adult education

Experience

Instructional Designer

2006 - Present

The Leslie Group, Inc.
Baltimore, Maryland & Melbourne, Australia

Using instructional systems design principles (ADDIE model), I design and develop training, educational, informational, and instructional materials from idea inception through finished product, including instructional design, writing, editing, typesetting, web design, and graphic design.

I meet with clients to determine their instructional-design needs and work with subject matter experts (SMEs) to develop high-quality educational and training materials.

Materials that I have developed include e-learning courses, course/curriculum design plans, exercises and other learning activities, visual aids, slides, instructor's guides, participant's guides, job aids, manuals, and booklets.

Recent projects include the design and development of online training materials for an international building managers' association; design and development of slides and a facilitator's guide for a large NJ-based bank; design and development of slides, facilitator's guides, and webinars for a Maryland-based consulting firm; editing of online mathematics materials for a public broadcasting organization; writing content for an e-learning course for a national financial institution; and writing content for online mathematics materials for a company that specializes in educational materials for home-schooled students.

Trainee

2006

Power Loan Mortgage Company
Melbourne, Australia

I completed a three-month intensive training program in banking and finance. I also facilitated training classes for employees.

Designer and Assistant Editor

2005-2006

SEYSOW
Melbourne, Australia

I designed and did layout work and editing for the monthly newsletter of this Australian non-profit organization.

Owner

2004 -- 2007

Kinder Clothing

Melbourne, Australia

I owned and operated a small home-based retail children's clothing business.

Teacher

2003

Beth Jacob Beth Miriam

Brooklyn, New York

I taught a variety of secular and Judaic subjects, including mathematics, English, and Jewish Studies, to 4th-, 7th- and 8th-grade students and was responsible for the planning, design, and development of lesson plans.