

## SUMMARY

Motivated, curious, and strategic instructional leader with a demonstrated commitment to high quality online, print, and in-person content, learning sciences, andragogy, universal design for learning, and relationship management. Collaborator with a variety of stakeholders to develop innovative, learner-centric products that supply world-class educational experiences while creating production efficiencies and ensuring processes are scalable and replicable.

- 20+ years of educational publishing, curriculum & eLearning experience in a management role
  - Proven experience in online learning development, design & delivery (ADDIE, Backwards Design, Bloom, DOK, etc.)
  - K-12, higher education, and executive leadership teaching experience
  - Proficiency in MS Office Suite (SharePoint), Google Workspace, and other workplace tools (Smartsheet, Monday, etc.)
  - Ability in LMS design & delivery (Blackboard, Canvas, Coursera & Articulate RISE)
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## SKILLS

### *Leadership/Project Management*

- Led and supervised teams consisting of up to 13 direct reports in instructional design.
- Developed and owned project plans and cross-functional work, involving editorial, web, marketing, video production, authors/consultants, subject-matter experts, outside vendors, and other educational product stakeholders.
- Supervised higher education faculty and subject matter experts, including training, conducting performance appraisals, and overseeing student advising.
- Created and conducted all customer relationship procedures and product implementation plans.
- Established and managed partnerships with nationwide leaders to create custom curriculum and assessment solutions for K-12, higher education, and corporate learners.
- Created and conducted the business plan, curricula, and public relations for all educational services.
- Formed strategic business relationships with for-profit and non-profit organizations.

### *Instructional Design and Curriculum Development*

- Authored curriculum, conducted educational research, and scripted instructional products, specializing in curriculum mapping, assessment development, and standards alignment.
- Collaborated with Subject Matter Experts and Academics to ensure high-quality and efficient online course design, development and delivery on topics including: Corporate Onboarding, Executive Leadership, People Management, Cyber Security, the Internet of Things, Data Analytics, Project Management, Business Innovation in Healthcare, Epidemiology, Literacy, Early Childhood Development, Special Education Instruction, and many more.
- Led cross-functional teams to create both prototypes and fully executed face-to-face, hybrid, and fully online instructional products for engaging synchronous and asynchronous delivery.

### *Teaching*

- Taught undergraduate courses in Early Childhood and Early Elementary Education development, theory, and practice.
- Delivered professional development to faculty, subject matter experts and other audiences on topics ranging from best practices in instructional design, curriculum development and online learning.
- Taught cross curriculum topics in grades K - 8

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## EMPLOYMENT HISTORY

**Principal Learning Designer&SeniorWriter, Jackrabbit Learning Experience Design** - October 2021 – present  
**Senior Learning Experience Designer, Northeastern University (EDGE)** - May, 2020 – October, 2021  
**Founder/Lead Consultant, Graham Consulting** - April, 2001 – October, 2021  
**Instructional Designer & Content Manager for eLearning, Corwin Press (SAGE Publishing)** - June, 2018 – March, 2019  
**Assistant Director of Instructional Design, University of New England (CGPS)** - June, 2015 – May, 2018  
**Chair, Early Childhood Development, Kaplan University - Maine** - January, 2012 – May, 2015  
**Director, School Relations, AcademicMerit, LLC** - August, 2011 – December, 2012  
**Director of Education, Walch Education** - May, 2006 – December, 2009  
**Director of Youth and Family, Cumberland County YMCA** - September, 2005 – May, 2006  
**Co-Founder/CEO/Vice President of Product Development, Smart COOKies, Inc.** - August, 2003 – September, 2005  
**Director of Assessment, The Classwell Learning Group** - January, 2001 – April, 2001  
**Director of Education, SmarterKids.com, Inc.** - July, 1998 – January, 2001  
**Teacher, The American School in London, London, England,** - August, 1995 – June, 1997  
**Teacher, Merritt Elementary School, Washington, DC,** - August, 1992 – June, 1994  
**Teacher, Public School 41 & Greenwich Village School, New York, NY,** - September, 1991 – May, 1992

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## EDUCATION

**Harvard University, Graduate School of Education, Ed.M.**  
**New York University, B.S.**

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## PUBLICATIONS, ASSOCIATIONS, AWARDS, AND CERTIFICATIONS

- *Common Practices in the Creation of Educational Videos*, Journal of Education and Research in Accounting (REPeC), 15(2). Jul 1, 2021
- University Campus Course Coordinator Committee
- Advisory Board Member
  - Maine Early Childhood Higher Education Committee
  - Westbrook Regional Vocational Center Early Childhood Occupations Program
  - Androscoggin Head Start & Child Care
  - Lewiston Regional Technical Center Early Childhood Occupations Program
  - Eunice Kennedy Shriver National Center for Community of Caring
- Exceptional Performance Award
- Donald Harward Faculty Award for Service-Learning Excellence Nominee
- Distinguished Achievement Award “For Excellence in Educational Publishing” (2008)
- Collaborative Institutional Training Initiative (CITI Program) Credentials
  - Social and Behavioral Research
  - Social and Behavioral Responsible Conduct of Research
  - Conflict of Interest
  - Revised Common Rule
- Certified Elementary School Teacher in Grades K - 6 (New Jersey, Virginia, District of Columbia)