

# 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.

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## 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**

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## EMPLOYMENT HISTORY

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

APRIL 2010 TO OCTOBER 2011

- 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 21<sup>st</sup> 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 21<sup>st</sup> Century Habits of Mind* course. This course runs three times annually.
- Co-facilitate the *Effective Coaching for eLearners: Developing 21<sup>st</sup> 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.

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## CONFERENCES

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

- Creating and leading a hands-on workshop entitled: *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 2011

- 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 4<sup>TH</sup> 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.

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## 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

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## 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.