

# *Beverly Dianne Calhoun*

## ***PROFESSIONAL SUMMARY***

A knowledgeable learning and web professional with excellent technical and personal communication skills obtained through my background in higher education, and through working as an Instructional Designer/Developer (IDD) and a Web Application Specialist. Key strengths include over ten years of experience in web page design/development using Macromedia's Dreamweaver and Fireworks. Training skills include experience in using instructional design techniques, adult learning theory, and web-based development tools such as Macromedia's Dreamweaver, Captivate and Flash. Tasks included managing and creating training courses and the writing of user documentation as well as the reorganization of websites to improve employee performance. The following lists show specific skills, approaches, or software that I have used in my work and class projects.

### **Instructional Design**

- Needs Analysis
- Expert Reviews
- Task Analysis
- Evaluation and Revision
- Production

### **ILT Development**

- Web-based
- Blended
- Scenario based
- Job Aids
- Instructor Led

### **Adult Learning Approaches**

- Active Approach
- Situated Learning
- Higher Level Learning
- Experiential Learning
- Critical Thinking

### **Web Design/Development**

- Dreamweaver 8
- RoboDemo/Captivate
- XHTML
- Microsoft Office 2003
- Fireworks 8
- CSS2
- User Interface Design
- ColdFusion MX
- Flash 8
- JavaScript
- Content Management
- User Testing

## ***INSTRUCTIONAL DESIGN EXPERIENCE***

- Manage several ID projects through the development, design, and review processes.
- Develop training solutions using prescribed tools and the Content Development Center of Excellence (CDCoE) process, quality, budget, and milestone standards.
- Collaborate with peers and Subject Matter Experts (SMEs) using professional communication channels to maintain relationships.
- Develop training assets, including: instructor-led training, performance simulation and virtual-web-based training based on high-level design specifications.
- Participate in course test activities such as cycle testing, user acceptance, editorial and instructional design checks; properly documented problems for issue resolution.
- Provide assistance and mentored new Instructional Design Analysts on development tools, templates and Content Development Center of Excellence (CDCoE) process activities, took initiative to share ideas and best practices based on experience with tools.

## ***Beverly Dianne Calhoun***

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### ***MANAGEMENT, COMMUNICATION, AND TECHNICAL SKILLS SUMMARY***

- **Management Skills**
  - Supervise, hire, and train employees
  - Proficient in managing project objectives, multi-tasking, and problem solving
- **Communication Skills**
  - Train and mentor employees
  - Proficient public speaker with excellent presentation abilities
  - Negotiate effectively with customers and co-workers
  - Assist and counsel customers in clarifying project goals
  - Create documentation for projects
- **Computer Hardware and Software Skills**
  - Microsoft Office Professional 2003, Microsoft Project 2003, Visio 2003
  - Backup helpdesk, trained and mentored employees on Office products, and other software

### ***PROFESSIONAL EXPERIENCE***

<i>Great-West Healthcare, Denver, CO</i>	<i>Instructional Designer</i>	<i>3/2007 - present</i>
<i>Curian Capital, Denver, CO</i>	<i>Web Developer</i>	<i>9/2005 – 3/2007</i>
<i>Accenture, Denver, CO</i>	<i>Instructional Design Senior Analyst</i>	<i>4/2005 – 9/2005</i>
<i>University of Denver, Denver, CO</i>	<i>Performance Technology Specialist</i>	<i>2004 - 2005</i>
<i>Accenture, Denver, CO</i>	<i>Instructional Design Senior Analyst</i>	<i>2003 - 2004</i>
<i>COPIC Companies, Denver, CO</i>	<i>Web Application Specialist</i>	<i>1998 - 2003</i>
<i>Bank One Colorado, Denver, CO</i>	<i>Commercial Loan Specialist</i>	<i>1985 - 1997</i>

### ***EDUCATION***

#### **MA in Information and Learning Technologies, Instructional Design and Adult Learning**

University of Colorado at Denver and Health Sciences Center, Denver, CO GPA: 3.8 May 2006

#### **Masters in Computer Information Systems, Minor: Web Design/Development**

University College of the University of Denver, Denver, CO GPA: 3.92 June 2003

#### **Bachelor of Arts in Applied Computing, Minor: Communications**

The Women's College of the University of Denver, Denver, CO GPA: 3.68 June 2000

#### **Writing Certificate**

### ***PROFESSIONAL AFFILIATIONS***

- **Member**, ISPI-FRC, Denver, CO
- **Member**, ASTD-FRC, Denver, CO
- **Member**, Rocky Mountain Macromedia Users' Group, Denver, CO
- **Webmaster/Chair of Board /Mentoring**, The Women's College Alumnae Association, Denver, CO

### ***ACTIVITIES AND HONORS***

- Applied Computing Academic Excellence Award
- The Women's College Alumnae Association Award

### ***VOLUNTEER WORK***

*The Women's College Alumnae Association, Denver, CO* 2000 - Present

#### **Co-Chair and Webmaster**

Involved with The Women's College Alumnae Association for almost three years. In that time, have implemented a web presence for our group, initiated a Mentor Program for undergraduate students, and am a Board Representative for the Web Committee.

*COPIC Companies, Denver, CO* 1998 - 2003

Founding member of the CATeam (Community Action Team). Our group volunteered for many activities to help out in the Lowry community. Some of the activities included: Blood Drives, Race for the Cure, Silent Auctions and Clothes Drives where monies were given to charity.