

Ms. Jamie Snitker
Curriculum & Instructional Designer
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Objective:

To improve the quality of learning in higher education as a curriculum developer and manager

Education:

- Master of Educational & Instructional Technology, National University, 2014
 - Created multimedia learning objects for e-learning and blended learning environments
 - Used ADDIE and other instructional design models to improve education and workplace performance
- Master of Education, National University, 2006
 - Focused on improving instruction, curriculum design, and learning management in a cross-cultural environment
- Teacher Credential, California Clear Single-Subject English Language Arts, National University, 2006
- Bachelor of Arts, English, San Diego State University, 2003
- Continuing Education Courses: 100+ hours in implementing technology, assessing with purpose, lesson design, teaching to special needs populations, personality type, and conflict management, graduate level education administrative credential courses

Work Experience:

Digital Developmental Editor, Pearson Education, Mill Valley, CA 2013-present

- Wrote and developed secondary level Common Core aligned digital curricular content and media assets for students and instruction for teachers for use on the iPad
- Reviewed K-12 curriculum and media assets for compliance, feasibility, and practicality to make recommendations for curricular and instructional improvement
- Trained teachers to use the curriculum developed on the software-based learning application.
- Tailored instruction to adults, K-12, English language learners, and special needs learners
- Collaborated with production and managers to perform quality assurance testing; manage media assets, documentation, and databases; use WYSIWYG XML editor and HTML content authoring tool, and prepare and deliver content per specification

Learning Consultant, Genius Learning Technology, Inc., Bay Area, CA 2009-present

- Designed curriculum, selected texts, and provided instruction for custom K-12 writing and reading workshops, communication courses, and SAT test preparation classes
- Designed curriculum, selected texts, and delivered instruction for adult English business and practical communication courses
- Worked with start up company to target fundraising goals and secure business by creating strategy, plan, and execution.

- Provided technical editing of scientific white papers, written communication in area of nanotechnology, presentations, business plans, articles, web applications, and software product marketing

English Teacher, K-12, Pleasanton Unified School District, Pleasanton, CA 2007-2013

- Instructed and developed standards-based curriculum in over ten English language area courses in grades 6-12
- Built site council teams and directed meetings to develop processes and initiatives related to academic organizational development as English language site liaison, cheerleading coach, English department chairperson, and AVID program coordinator
- Managed multiple budgets for district programs including yearbook production (\$50K+), educational partnership programs, sports, field trips, fundraisers, and English department
- Organized and supervised learning events and training for 450 students and chaperones
- Tailored instruction to K-12, English language learners, and special needs learners
- Managed 50-page yearbook project; Selected, managed, trained, and instructed student staff
- Academic and event supervisor for freshman and sophomore classes

Adult English Language Learner Instructor, Oakland Unified School District, Oakland, CA 2007

- Designed curriculum and instruction for adult English-as-a –second-language course.
- Tailored instruction to a diverse body of adult English language learners

Program Coordinator, After School Program, Bret Hart Learning Academy, Oakland, CA 2006-2007

- Acted as liaison between administration, at-risk urban students, and faculty to report learning needs and advance initiatives related to organizations development
- Developed after school program curriculum to help students develop core academic and social skills.
- Trained and supervised Americorps volunteers
- Tailored instruction to middle school, urban, at-risk, special needs, and English language learners

Elementary Art Teacher, Galileo Camps, Menlo Park, CA 2006

- Instructed elementary students in art of the 1960's and ancient Egypt
- Supervised camp junior staffers, students, and volunteers

Engineering Department Admin, Foster Wheeler, Inc., San Diego, CA 2001-2004

- Wrote and edited business proposals, marketing, and training materials for engineering projects.
- Managed company training events including scheduling, travel, announcements, creation of training materials, and set up
- Maintained client, employee, and outside vendor relationships

Digital Editor & Tech Writer, Northstar Web Hosting, Inc., San Diego, CA 1999-2001

- Authored company standard operations and procedures training manual
- Maintained consistency of editorial voice, mechanics, and functionality of client websites
- Wrote, edited, and researched content for start-up company marketing materials, presentations, web sites, and ecommerce

- Basic website design with HTML, layout design, Photoshop image production, and search engine optimization
- Managed client accounts, outside vendor relationships, and several employees

Technology Experience:

- Microsoft Office Suite
- HTML/WYSIWYG XML Editor SDL Xopus, Dreamweaver, InDesign, Illustrator, WordPress
- Moodle, My E-coach, Blackboard, e-College, Zangle/O
- Captivate, Photoshop, Camtasia
- Basic web formatting (HTML/CSS)
- Style Guides: APA, MLA, Chicago, Pearson
- Webex, Adobe Connect
- Documentum, SharePoint, Amazon3