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## Career Objective

To secure and maintain a challenging part-time/contract position as an Instructional Designer and/or Adjunct Faculty.

## Education

4/2010

**Doctor of Education in Instructional Leadership, GPA: 4.0**

*Concentration in Higher Education and Educational Technology.*

ARGOSY UNIVERSITY, Sarasota, FL

12/2000

**Master of Science, Multimedia Technology, GPA: 3.976**

DUQUESNE UNIVERSITY, Pittsburgh, PA

4/1996

**Master of Science, Business Education, GPA: 3.79**

ROBERT MORRIS UNIVERSITY, Pittsburgh, PA

12/1992

**Bachelor of Science in Business Administration**

ROBERT MORRIS UNIVERSITY, Pittsburgh, PA

*Major: Business Education*

5/1991

**Associate of Arts in Liberal Arts and Certificate in Office Administration**

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE, Weirton, WV

## Certifications

- BRAINBENCH  
*Photoshop  
Dreamweaver  
Director*
- FRANKLIN COVEY  
*7 Habits of Highly Effective People  
What Matters Most*
- CESD  
*Train-the-Trainer*
- LECTORA  
*User Certification*
- PMP Certification  
*PSI, Inc.*
- WEIRTON AREA CHAMBER OF COMMERCE  
*Leadership Weirton*
- PENNSYLVANIA SECONDARY TEACHING CERTIFICATION  
*General Business and Office Technologies*
- MOUS  
*Microsoft Office User Specialist Certification*
- PROJECT MANAGEMENT CERTIFICATION PROGRAM  
PSI, Inc.
- STATE OF FLORIDA – ORANGE COUNTY PUBLIC SCHOOLS  
*District Teacher's Certificate*
- QUALITY MATTERS, Valencia College

## Software Competencies

- Access
- Animate
- Articulate Presenter
- Blackboard
- Camtasia
- Canvas
- Captivate
- Dreamweaver
- D2L
- Excel
- HTML/XHTML/CSS
- Illustrator
- InDesign
- Lectora
- Moodle
- Outlook
- Photoshop
- Premiere
- Prezi
- PowerPoint
- Publisher
- Rise 360
- Skyward
- Storyline
- Visio
- Word

## **Professional Experience**

- 8/2020 to Present      PART-TIME ELEARNING DESIGNER/INSTRUCTIONAL DESIGNER, Orlando, FL  
**John Scott Dailey Institute of Government, University of Central Florida**
- Converting face-to-face courses to online learning lessons
  - Creating tests and learning content in Canvas LMS
  - Modifying paper-based instructional documents
- 7/2019 to Present      FULL-TIME TENURE TRACK DIGITAL MEDIA PROGRAM MANAGER & PROFESSOR, Orlando, FL  
**Valencia College, Downtown Campus**
- Developing course content for campus and online courses
  - Instructing campus and online courses
  - Managing the classroom
  - Evaluating student progress
  - Participating in departmental course reviews
  - Hiring and supervising adjunct instructors
  - Managing department budget for Downtown Campus
- 10/2020 to Present      INSTRUCTIONAL DESIGNER - CONTRACTOR, Remote  
**HC Global**
- Developing course content for online courses
  - Updating online course content
  - Creating storyboards
  - Selecting textbooks
- 2/2019 to 7/2019      INSTRUCTIONAL SYSTEMS DESIGNER/TRAINING INSTRUCTOR, Orlando, FL  
**Orange County Public School System**
- Design and develop online learning
  - Develop and deliver computer training on Skyward System
- 3/2018 to 2/2019      INSTRUCTIONAL SYSTEMS DESIGNER, Orlando, FL  
**AMTIS, Inc./HeiTech Services**
- Design and develop online learning for the Department of the Army
  - Review Government Furnished Information to obtain content
  - Work with Subject Matter Expert on course content
  - Conduct peer reviews of courses
  - Maintain and manager file versions
  - Produce Knowledge Checks and Final Examinations
  - Correspond with team mates, supervisors, SME, and clients
  - Implement client specifications for course standards
- 9/16 to 12/17      DIRECTOR, WORKFORCE SOLUTIONS & ECONOMIC DEVELOPMENT, Henderson, KY  
**Henderson Community College**
- Building relationships with community organizations to partner for employee training
  - Designing and developing online courses for clients/students of Workforce Solutions
  - Collaborating with the head of IT to enroll and manage student registrations in online courses
  - Updating the Workforce Solutions department website
  - Developing and reviewing strategic outcomes
  - Writing grants
  - Coordinating course schedules
  - Securing course instructors
  - Managing the department budget
  - Creating programs to benefit the community
  - Updating the department website
  - Participating on college initiatives
  - Serving as committee chair for Professional Development

8/11 to 6/16

PROFESSOR, ADMINISTRATIVE OFFICE MANAGEMENT, Sanford, FL

**Seminole State College**

- Developing course content for campus and online courses
- Serving as Course Lead for Business Communication
- Instructing campus and online courses
- Managing the classroom
- Evaluating student progress
- Writing grant applications
- Advising the PBL (Phi Beta Lambda) student organization
- Participating in departmental course reviews
- Representing the college in the community through affiliation with various organizations

6/07 to Present

INSTRUCTIONAL CONSULTANT, Orlando, FL

**Freelance Workforce Instructional Designer/Presenter**

- Designing and developing instructional design and training projects for various organizations
- Working with academic institutions to design and develop faculty development programs
- Serving as Adjunct Faculty at various community and state colleges as well as technical institutes both on-ground and online

1/09 to 8/11

SR. INSTRUCTIONAL DESIGNER

**Liberty Mutual Group, Heathrow, FL**

- Developed and design eLearning, virtual classroom, and instructor-led training
- Conducted train-the-trainer sessions
- Evaluated program effectiveness
- Assessed student learning outcomes
- Managed data in learning management system
- Conducted needs analysis and job task analysis
- Managed projects and timelines
- Served as project lead and manage others assigned to the project

10/07 to 1/09

ELEARNING DESIGNER

**Professional Service Industries, Inc., Orlando, FL**

- Developed online learning for employees
- Conducted needs analysis
- Recommended courses of action for company training improvement initiative
- Developed and approved storyboards
- Ensured quality assurance for quick reference guides
- Researched new trends in the training industry and recommended implementation of trends
- Managed training program for forms conversion program

5/06 to 6/07

SR. INSTRUCTIONAL DESIGNER

**Carley Corporation, Orlando, FL**

- Designed SCORM 2004, Section 508, and ILE compliant interactive multimedia instruction for the Department of Defense online courses
- Ensured projects met constraints of scope, quality, time, cost, and specified requirements
- Supervised instructional designer team on various projects
- Managed customer care and expectations for assigned projects
- Researched and prepared training documentation for internal operations and computer applications
- Performed quality assurance on multimedia courses
- Maintained SECRET Security Clearance status

10/01 to 5/06

## INSTRUCTOR – MULTIMEDIA TECHNOLOGIES

**Pittsburgh Technical Institute, Oakdale, PA**

- Developed multimedia program and course curriculum
- Created course curriculum using LMS
- Reviewed current trends in industry and assisted in modification to curriculum to meet the demand for those trends
- Participated on Industry Advisory Board
- Served on committees to evaluate student disciplinary action
- Developed guidelines for teaching portfolios
- Served on Steering Committee Board for Accreditation
- Mentored new instructors
- Facilitated Faculty Recognition Board
- Recorder on the Faculty Advisory Board
- Identified and administered cross-discipline projects
- Worked with Career Services Department to appropriately place students in desired career positions
- Participated actively in resolving student, parent, and instructor concerns or conflicts
- Documented and tracked student situations impacting academic performance as well as personal challenges

8/97 to 10/01

## MANAGER OF WORKFORCE TRAINING AND INFORMATION TECHNOLOGIES

**Center For Excellence In Workplace Education (CEWE) and Weirton Steel Corporation (WSC), Weirton, WV**

- Represented the organization in the community through participation in community organizations and Chamber of Commerce events
- Expanded the organization's customer base through marketing and community needs analysis
- Managed customer care and expectations for assigned projects
- Monitored and evaluated 5 direct reports in computer applications training program
- Ensured compliance with contractual and internal quality standards for product deliverables
- Developed, implemented, and managed computer-based training modules
- Facilitated Train-the-Trainer sessions for employees
- Designed, instructed, and evaluated the effectiveness of computer applications, multimedia, and professional development training
- Wrote instructional materials
- Developed action plan and managed the conversion of paper-based course materials to technology-based course materials
- Produced and monitored course schedule
- Interviewed, managed, trained, observed, and evaluated instructors
- Advised and enrolled students in courses
- Managed training budget
- Developed and delivered Senior Management Performance Appraisal system training
- Worked with team to transfer workflow from WSC training department to partnering company, CEWE
- Completed the Leadership Weirton Program

4/96 to 8/97

## OFFICE ADMINISTRATOR

**West Virginia Northern Community College, Weirton, WV**

- Managed operations of Weirton Regional Campus under supervision of the Campus Dean
- Designed interactive presentations for Campus Dean
- Performed public relations duties representing Weirton Campus through professional organization participation and Chamber of Commerce activities events
- Comprised Press Releases for Campus activities including the Ground Breaking
- Developed curriculum schedule plan for campus
- Managed campus facility scheduling for courses, meetings, and community events
- Monitored Weirton Campus budget
- Implemented facility scheduling software
- Fielded student concerns
- Worked with faculty to resolve scheduling issues
- Served as liaison between faculty and administration to resolve conflicts
- Planned, coordinated, and oversaw community activities taking place at the campus

- 10/93 to 1/96                    TRAINING CONSULTANT PROMOTED TO ACCOUNT MANAGER  
**ELCOMP Systems, Inc., Pittsburgh, PA**
- Planned and implemented billing system conversions for medical offices
  - Managed customer care and expectations
  - Conducted knowledge transfer sessions
  - Trained clients both on an individual basis and in a classroom setting
  - Submitted electronic insurance claims and electronic reconciliation
  - Managed on-going issues with hardware and software
  - Coordinated travel plans and maintained schedule of training sessions and meetings
  - Assisted in design of client charge slips and statements
  - Worked with technology installation department to set up electronic communications
  - Supervised and coordinated client equipment installation
  - Scheduled vendor/client meeting events

### **Adjunct Teaching Experience**

- 6/20 to Present                UNIVERSITY OF CENTRAL FLORIDA, Orlando, FL  
**Adjunct Instructor, Digital Media**
- 1/19 to Present                FRANKLIN UNIVERISTY ONLINE, Columbus, OH  
**Adjunct Instructor, Master’s and Doctorate Program Instructional Technology and Design**
- 1/08 to 5/16                    VALENCIA COMMUNITY COLLEGE, Orlando, FL  
**Adjunct Instructor in the Office Technology and Medical Administration programs**
- 8/14 to 1/15                    STETSON UNIVERSITY, Deland, FL  
**Adjunct Instructor for the Professional Communication Course**
- 1/11 to 6/13                    DEVRV UNIVERSITY Online, National, US  
**Adjunct Online Instructor – Web Media Portfolio**
- 1/07 to 12/13                 ART INSTITUTE ONLINE, Pittsburgh, PA  
**Adjunct Online Facilitator teaching Multimedia and Web/Graphic Design**
- 1/08 to 6/12                    IADT ONLINE, Tampa, FL  
**Adjunct Online Facilitator teaching Multimedia and Web Design courses**
- 3/11 to 8/11                    WINTER PARK TECHNICAL COLLEGE, Orlando, FL  
**Computer Applications Instructor**
- 1/07 to 01/09                 INTERNATIONAL ACADEMY OF DESIGN AND TECHNOLOGY, Orlando, FL  
**Adjunct Instructor teaching Multimedia courses**
- 1/07 to 8/07                    ITT TECHNICAL INSTITUTE, Lake Mary, FL  
**Adjunct instructor teaching multimedia and web design courses**
- 7/06 to 5/07                    PITTSBURGH TECHNICAL INSTITUTE, Pittsburgh, PA  
**Online Adjunct Instructor – Evening Program**
- 9/94 to 9/05                    WEST VIRGINIA NORTHERN COMMUNITY COLLEGE, Weirton, WV  
**Instructor – Office Technologies; Instructor – Continuing Education**
- 7/93 to 9/05                    JEFFERSON COMMUNITY COLLEGE, Steubenville, OH  
**Adjunct Instructor – Business Technologies, Continuing Education, and Business and Industrial Training**

## **Seminars and Workshops Conducted**

### **Active Learning**

*Designed and delivered at Faculty Development sessions for Seminole State College*

### **Camtasia**

*Designed and delivered workshop for Learning Day at Valencia College as a Professional Development workshop*

### **Classroom Management**

*Designed and delivered workshop for Florida Technical College instructors as a Professional Development workshop*

### **Dreamweaver Basics**

*Designed and delivered workshop for high school teachers designing basic websites for courses*

### **Enhancing Online Learning with Camtasia**

*Designed for Valencia College Faculty to create instructional videos for online learning*

### **Effective Listening**

*Delivered seminar from the Interpersonal Communication Skills series to industry professionals*

### **Female Futures in Technology**

*Designed and delivered workshop to high school students providing an introduction to careers in Multimedia*

### **Multiple Intelligences**

*Designed and delivered workshop for Florida Technical College instructors as a Professional Development workshop*

### **PowerPoint as an eLearning Development Tool**

*Designed and delivered workshop to Seminole State College Faculty on the functionality of PowerPoint to develop eLearning lessons*

### **Time Management**

*Designed and delivered seminar to bank managers addressing ways to effectively manage time and implement methods to reduce time wasting activities*

### **Train-the-Trainer**

*Delivered three (3) day seminar to industry trainers on effective instructional delivery techniques*

### **Speaking Effectively**

*Delivered seminar from the Interpersonal Communication Skills series to industry professionals*

### **Using Technology in the Classroom**

*Delivered workshop on incorporating technology in the classroom for various disciplines*

## **Grant Writing**

### **Staff and Professional Development - Seminole State College Foundation Grants 2012-Present**

*\*Articulate Software – \$1478*

*\*Storyline Software with Character Bundles - \$1198*

*\*Design and development of eLearning Tutorials*

### **Foundation for Seminole State College 2011/2012 Mini-Grant**

*\*Mimio-Teach Systems \$1,362*

### **Division of Career and Technical Education Perkins Grant 2011/2012**

*\*WinWay Resume software program 50 licenses, \$1,954, Business Communication Project, Employment Unit*

*\*eLearning tutorials for classroom and online course supplementation*

## **Professional Speaking**

**Active Learning**, Florida Technical College

Overview of Applying Active Learning in the Classroom

**Collaborative Learning**, Florida Technical College

Overview of Facilitating Collaborative Learning Activities

**Creative Ways to Incorporate Technology into the Classroom**, Pittsburgh Technical Institute

Fun Learning Activities Using Technology

**Effective Presentation Skills**, Weirton Steel Corporation

What Constitutes an Effective Presentation?

**Social Media and Employment**

Reviews how various social and professional media and network sites impact the employment process. Developed for and presented at Seminole State College's 2012 Career Jam event.

**Using Social Media as a Job Search Tool**, Phi Beta Lambda (PBL)

Florida State Fall 2014 District III Leadership Conference

**Using a Digital Camera**, Pittsburgh Technical Institute

Comparing and Contrasting Digital and Traditional Photography

**What is Multimedia?** Pittsburgh Technical Institute

Overview of and Careers in Multimedia

## **Professional Development Training Completed**

### **SEMINOLE STATE COLLEGE**

- Faculty Induction Program
- Working with Different Personalities
- New Tools in Sakai
- Beyond PowerPoints and Overheads
- Classroom Management
- Mimio Board Overview
- Instructional Strategies
- Camtasia Training

### **PITTSBURGH TECHNICAL INSTITUTE**

- Cooperative Learning and Grouping Strategies
- Teaching to the Learning Styles
- Online Teaching: A New Perspective
- Online Teaching with Blackboard
- Burn the Podium
- Conflict Resolution
- Creating Good Tests
- Emotional Intelligence

### **VALENCIA COMMUNITY COLLEGE**

- Authentic Online Assessment WebCT Essentials
- Building Online Learning Communities
- Designing Online Student Orientation Training
- Developing Interactive Web-Based Courses
- Engaging the Online Learner
- Learning Centered Teaching
- Multimedia Tools for Online Courses
- Quality Matters: Peer Reviewer Training

### **FRANKLIN UNIVERISTY**

- Doctoral Teaching & Advising Training

## **Recognitions & Awards**

- Fall 2013 – **Faculty Spotlight**, Seminole State College
- June 2010 – **Citation for Service Award**, Rotary Club of Avalon Park
- November 2009 – **Recognition for Performance**, Liberty Mutual Group
- December 2006 – **Certificate of Quality/Innovative Performance**, Carley Corporation, Orlando, FL
- Spring 1996 - **Young Careerist**, Business and Professional Women's Organization Weirton, WV

**Professional, Community and Volunteer Organizations**

**LIONS Club of Henderson, KY – Member**  
Henderson, KY

**VIP Rescue of Central Florida – Website and Social Media Manager**  
Maitland, FL

**Rotary Club of Lake Mary**  
Lake Mary, FL

**Program Advisory Council - Curriculum & Academic Topics**  
Vector Institute of Beauty and Electrolysis

**Rotary Club of Avalon Park**  
Orlando, FL – Avalon Park

**Orlando Business and Professional Women’s Organization**  
Orlando, FL

**Rotary Club of Weirton Heights**  
Weirton, WV - Weirton Heights

**Committee and Adviser Activities**

**PBL Adviser**  
Seminole State College

**Middle States Accreditation Steering Committee**  
Pittsburgh Technical Institute, *Member*

**Faculty Advisory Board**  
Pittsburgh Technical Institute, *Recorder*

**Faculty Recognition Board**  
Pittsburgh Technical Institute, *Facilitator*

**WIDS Coordination Team**  
Pittsburgh Technical Institute  
*Multimedia Department Facilitator*

**Leadership Academy 2014-2015**  
Seminole State College  
*Participant*

**References**

Furnished upon request.