

MEGHAN L. GARFIELD

TECHNICAL SKILLS	Articulate Storyline 2	Camtasia	WordPress
	CourseSites LMS	Canvas LMS	Blackboard LMS
	File Transfer Protocol (FTP)	Adobe Creative Suite	Basecamp
EDUCATION	UNIVERSITY OF TAMPA, TAMPA, FL		05/2017
	M.S. Instructional Design and Technology		
	STATE COLLEGE OF FLORIDA, BRADENTON, FL		05/2015
	Alternative Certification Program – Teacher Certification		
	UNIVERSITY OF SOUTH FLORIDA, SARASOTA, FL		12/2011
	B.A. English – Technical Writing		
INSTRUCTIONAL DESIGN EXPERIENCE	GARFIELD COMMUNICATIONS CONSULTANTS, SARASOTA, FL		01/2016 - PRESENT
	Owner and Instructional Designer		
	<ul style="list-style-type: none">Apply ADDIE instructional model and extensive knowledge of educational theory and pedagogy to create effective and engaging instruction.Conduct learner analysis to determine appropriate application of educational design principles and theories.Collaborate with subject matter experts and production team to design instruction through storyboarding.Develop eLearning using Articulate Storyline 2.Evaluate instruction based on client feedback and make necessary revisions.		
	A PASS EDUCATION, VIRTUAL		01/2016 - PRESENT
	Project Manager, Developmental Editor, and Instructional Designer		
	<ul style="list-style-type: none">Collaborate with subject matter experts and production team to design instruction through storyboarding.Develop eLearning using Articulate Storyline 2, audio and video production tools, and Learning Management Systems (LMS).Manage and team deadlines through internal and external project trackers.Organize deliverables and version control through file management system.Evaluate instruction and provide feedback to improve product quality as a developmental editor.		
K-12 TEACHING EXPERIENCE	SARASOTA SCHOOL OF ARTS AND SCIENCES, SARASOTA, FL		01/2012 - PRESENT
	English Department Chair and New-Hire Mentor		
	<ul style="list-style-type: none">Design and develop school-wide reading curriculum plan.Mediate problem-solutions among department teachers, parents, and staff.Organize monthly department meetings and deadlines.Evaluate department members through observation and data collection.Mentor new-hires through the first year of employment.		
	Cambridge (AICE) Secondary 1 English Instructor and English Language Arts Teacher		
	<ul style="list-style-type: none">Design lesson plans using the ADDIE model and Bloom’s Taxonomy.Engage students in a hands-on, project-based learning curriculum.		

- Promote interest in education and guide students toward academic academies and high school selection.
- Prepare students for annual standardized testing while following the Instructional Focus Calendar and Florida State Standards (previous experience with Sunshine State Standards and Common Core Standards).
- Collaborate to develop English Language Arts curriculum and year calendar.
- Write annual grant to earn funds for improved project supplies for the school.
- Serve as an individual student mentor through tutoring student in all subject areas and promoting life skills such as organization and study skills.

Girls Cross Country Coach

- 2013 League Champions, 2014 & 2015 Runner-up.
- Promote team building and individual health awareness.
- Design and implement training program.

INSTRUCTIONAL DESIGN PROJECTS	<p>JUNIOR ACHIEVEMENT – VIDEO DEVELOPMENT 03/2017 – CONTINUING Project Manager and Lead Instructional Designer</p> <ul style="list-style-type: none"> ▪ Design and develop storyboards while managing the video production and client interaction. <p>JUNIOR ACHIEVEMENT – EDITORIAL REVIEW 07/2016 – CONTINUING Project Manager</p> <ul style="list-style-type: none"> ▪ Manage copyediting review of instructional documents using Basecamp. <p>“THE HIVE” AT JOHN F. GERMANY PUBLIC LIBRARY 01/2017 – 04/2017 Instructional Designer</p> <ul style="list-style-type: none"> ▪ Conduct a program evaluation and present findings and recommendations to stakeholders. <p>UNIVERSITY OF TAMPA – CSA TRAINING 01/2017 – 04/2017 Instructional Designer and Articulate Storyline Developer</p> <ul style="list-style-type: none"> ▪ Design and develop virtual, asynchronous Campus Security Authority (CSA) training using Articulate Storyline 2 and VideoScribe software. <p>JUNIOR ACHIEVEMENT – VIRTUAL / BLENDED TRAINING MATERIALS 06/2016 – 11/2016 Instructional Designer and Articulate Storyline Developer</p> <ul style="list-style-type: none"> ▪ Design and develop training materials using the train-the-trainer model for a face-to-face conference and develop virtual, asynchronous trainings using Articulate Storyline 2. <p>JUNIOR ACHIEVEMENT – BLENDED LEARNING 06/2016 – 09/2016 Project Manager and Developmental Editor</p> <ul style="list-style-type: none"> ▪ Quality assurance of Articulate Storyline courses within Mohive and CrossKnowledge LMS. <p>SAFETY HARBOR ARTS AND MUSIC CENTER (SHAMC) 07/2016 – 08/2016 Project Manager and Instructional Designer</p> <ul style="list-style-type: none"> ▪ Design and develop virtual trainings including videos and Articulate Storyline 2 assessments. <p>LEARNING.COM 04/2016 – 08/2016 Project Manager and Developmental Editor</p> <ul style="list-style-type: none"> ▪ Design lesson outlines for middle school technology courses on Learning.com platform. <p>EDGENUITY 02/2016 – 07/2016 Instructional Designer</p> <ul style="list-style-type: none"> ▪ Design storyboards to be used for an AP Calculus instructional video series. <p>NO SHAME ON U 02/2016 – 04/2016 Instructional Designer</p> <ul style="list-style-type: none"> ▪ Collaborate with SME to design and develop storyboards to be used for Mental Health Awareness Public Service Announcement (PSA) video development. <p>ENTERTAINMENT / MUSIC INDUSTRY CAREER 03/2016 – 03/2016 Instructional Designer</p> <ul style="list-style-type: none"> ▪ Curate content and design course outline for an educational institution developing an entertainment and music industry career overview course.
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CERTIFICATIONS

- Professional Teaching Certification, English 6-12
- ESOL Endorsement
- Cambridge Secondary 1 (AICE) Instructor