

David Shetzen

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EDUCATION

Arizona State Univ

Arizona State University—Tempe, AZ 05/2015
Master of Education Higher/Post-Secondary Education
3.98 GPA

Arizona State University—Phoenix, AZ 05/2014
Graduate Certificate Nonprofit Management and Leadership
3.92 GPA

2013 Arizona State University—Tempe, AZ 05/2013
Bachelor of Science Human Communication
3.30 GPA

PROFESSIONAL EXPERIENCE

Online Instructor, Arizona State University, Phoenix, AZ 07/2015-Present

Provide online instruction for Integrative Health Initiative classes.

Develop online curriculum.

Mentor and train faculty associates on instructional technology.

Design, build and update online courses.

Collaborate with teams of faculty and staff to develop programs and online courses.

Grade and evaluate assignments.

Maintain course websites.

Ensure timely communication between students, faculty, and staff.

Health and Wellness Intern, Arizona State University, Phoenix, AZ 08/2014-05/2015

Act as a communication liaison for IHI and other ASU departments, affiliates, and the community.

Aid in compiling participation data and the completion of necessary reports.

Contribute to the marketing of health and wellness programs and services.

Assist in the creation of campus-wide special events programming.

Facilitate and instruct special programs or events as needed.

Observe health and wellness educational sessions provided by ASU.

Support in the design of online courses.

Direct the writing, editing, and proofreading of syllabi and other required documents.

Teaching Assistant, Arizona State University, Tempe AZ 09/2013-05/2015

Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.

Prepare lesson materials, Power Points, equipment, and demonstrations for professors and lecturers.

Sustain communications with the instructor and students enrolled in the course.

Direct classroom preparation by ensuring the proper functioning of classroom technologies.

Advise students and foster positive relationships.

Maintain course website pages using Blackboard

Strategic Initiatives Intern, Arizona State University, Tempe, AZ **01/2014-05/2014**

Assisted with current projects and completed various tasks for direct supervisors.
Facilitated class communication between students and administrators and strategically solved problems.
Collaborated in organizing events, contacted experts for university lectures, and managed course websites in a professional manner.
Conducted small group and classroom activities.
Supported students in developing strategies for individual needs and classroom group dynamics.
Documented daily lesson plans for activities and lessons.

ACADEMIC PROJECTS

Developed 1/5 online CE courses in Stress Management and Mindfulness—ASU CE. **03/2017**
Co-produced an instructional mindfulness audio for use in online courses. **03/2017**
Teaching graduate level SWG 579 as part of the PLuS Alliance program **01/2016-Present**
Conducted a research study on the various effects of stress on undergraduate college students. **03/2015**

SKILLS

5 years of experience course design/building in Blackboard and Canvas LMS **07/2015-Present**
Mastery of Microsoft Office products (Word, Excel, PowerPoint)
Ability to work with several operating systems, including Windows, and Mac OSX
Technical and computer skills (digital communication, audio, visual, computing equipment/various software)
Capacity to quickly learn new computer programs and software

OTHER PROFESSIONAL STRENGTHS AND TRAINING

Core Strength Leadership Training with the Human Communication Institute **06/2012-Present**
-Group facilitation and leadership
-Communication and personal/professional development
Ability to make decisions and solve problems
Excellent written and verbal communication skills
Capacity to understand and interpret policies, procedures, and regulations
Thrives working with others from diverse backgrounds
Strong ability to multi-task and take on new projects