Aimee Colmery

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EDUCATION

University of Arkansas at Little Rock

» Master of Art in Techincal and Expository Writing, 1999
» Bachelor of Art in Studio Art, 1982

PROFESSIONAL SKILLS

» Instructional Designer: online courses, graphics, website design, multimedia
» Veteran teacher – online and face-to-face; all ages; subjects include technical writing, faculty development, studio art, art history
» Technical writer: manuals, brochures, policies, technical instructions, forms, grants, proposals, web content strategy and maintenance
» Resource for compliance with ADA standards for the web using universal design principles for learning and appreciative inquiry
» Interactive academic technologist: Mac OS10, PC Windows 7; iWork, MS Office suite, Adobe CS6; HTML; CSS; Audio/Video production for the web; web conferencing; LearningStudio, WebCT, Blackboard, Moodle; WordPress; Google Apps; a variety of open source software; social networking; blogs; web marketing; email management; computer troubleshooting and maintenance
» "Can do" enthusiast, excellent communicator, plays well with others
» Collaborator with mindfulness of diversity

EXPERIENCE

Arizona State University

Instructional Professional, Department of Technical Communications | 2009 – Present

» Designed, developed and taught multiple sections of totally online General Principles of Multimedia Writing, Technical Communications, and Visual Communications courses
» Recorded interactive audio mini-lectures; used web conferencing tools for weekly office hours
» Utilized 7 Principles of Good Teaching Practice and Quality Matters online course standards in design and delivery

Santa Fe Community College
Director, Distance Learning & Professional Development | 2007 – 2009

» Established new office of "Distance Learning and Professional Development" to support faculty using technology for teaching and learning
» Served as Director of Title V Cooperative Grant to increase enrollment and success of Hispanic and lower income students through distance education
» Worked with faculty to develop online course materials, effective content design and course layout consistent with good teaching practice and universal design for learning
» Established working relationship with IT department to facilitate successful user experience in online courses.

University of Arkansas at Little Rock
Director, Scholarly Technology and Resources | 2001 – 2007

» Established new office of distance learning, faculty development and support
» Held campus-wide and customized faculty and staff training workshops for various technologies and software
» Designed, developed and taught the web-enhanced professional development courses for faculty who were learning how to teach online
» Collaborated with IT and other department to plan and facilitate online course semester transitions; communicated instructions and announcements with students, faculty and staff

Adjunct Instructor, Department of Rhetoric & Writing | 1999 – 2001

» Prepared curriculum and instructed web-enhanced composition courses
» Taught creative processes in writing, honing writing skills, document design in personal, academic, and professional writing situations

Graduate Assistant, Department of Rhetoric & Writing and Disability Resource Center | 1997 – 1999

» Developed extensive websites with ADA compliance
» Assisted in writing a successfully rewarded grant to the U.S. Dept. of Education
» Designed and published graphics and textual content for marketing brochures, handbooks, newsletters, display materials

AimINK Graphics , Crawford, CO and Little Rock, AR
Owner, Instructor & Graphic Designer | 1975 – 2001

» Taught web-based totally online high school art, art history, computer science, writing courses
» Prepared curriculum and instructed writing and art: art history, aesthetics, art production in a variety of media, in public and private educational settings, for students: age preschool through adult
» Presented workshops on workplace writing and on Web accessibility issues
» Researched and edited college composition textbook
» Developed web graphics and animations, mapped out, coded extensive instructional and aesthetic websites
» Specialized in web accessibility using W3C WAI Guidelines
» Produced desktop publishing, camera-ready art, signs, business cards
» Wrote technical content for collateral materials, websites, reports, manuals, handbooks, promotional pieces, presentation displays
» Formulated business plans and marketing strategies; composed successful proposals and grants
» Produced fine art prints, drawings, paintings, ceramics

AEGON, USA Insurance Company, Little Rock, AR
Forms Administration Specialist | 1995– 1997
» Formulated needs analysis and simplified logistics to track work flow of administrative documents
» Maintained database, prepared weekly update reports, streamlined documentation process
» Designed, performed technical writing, editing of forms, charts, brochures, newsletters, manuals, handbooks, collateral materials. Collaborated with department heads on revising crucial documents
» Assisted with computer hardware trouble shooting and maintenance; specialized in cross-platform document translation

AWARDS

» Graduate Studies GPA: 4.0
» Graduated Cum Laude, top 3% of class, 1982
» Chancellor's List 5 consecutive semesters
» JC Penney Golden Rule Award for Volunteerism, 1995
» Phi Kappa Phi Scholastic Honorary Society

TRAINING

» Designed by Few Design Conference
» Applying the Quality Matters Rubric Workshop
» Online Learning that Lasts Seminar
» WebCT Certified Senior Trainer
» Improving your WebCT Course Design Seminar
» Converting the Traditional Class to WebCT Seminar
» Foundations for WebCT Training & Support Seminar
» Master Presenter, The National Institute for Staff and Organizational Development (NISOD)
» SkillPath Seminar on Computer Maintenance and Troubleshooting
» Life Office Management Association studies: Insurance Operations & Law
» AEGON, USA Business Development studies: Dale Carnegie Course
» Small Business Development Institute studies: Finances, Marketing
» Writers Network
» Expressive Discoveries Artistic Collaborators