

V. Karen Miller, M.Ed.

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INSTRUCTIONAL DESIGNER

Experienced Training Developer / Digital Media Production

National Training Awards

FGDLA – Pillar Award 2009

ISPI – Outstanding Instructional Communication 2000

ASTD – Excellence in Practice 1998

Core Competencies

Instructional Designer: Curriculum mapping training to job competencies

Curriculum Design: Design, develop, and deploy eLearning and blended training (OJT, classroom, skills based)

Digital Media Production: Graphics, Memes, Logos, Animated Videos, Videos

WordPress Websites: Customize, SEO, eCommerce (Paypal), Crowdfunding

Learning Management Systems (LMS): assessment, configure, deployment of LMS and / or content to company LMS

Instruction on: Teachable, Udemy

Online Learning Community: PrimeSubNetwork.com

Online Conference / Exhibit Halls: BizExpo24.com

Education

M.Ed. Educational Technology
Texas A&M University

B.S. Vocational Education
Stephen F. Austin State University

Instructional Design / Training Development

- Experienced instructional designer, project manager and curriculum manager with extensive experience with scientific / technical clients, proprietary software launches, corporate universities, soft skills and leadership training, web media, learning portals
- Training product review, learning assessments, needs analysis, evaluation/assessment, design, development and delivery of custom corporate classroom, online and hybrid training solutions
- Selection, implementation and administration of learning management systems; managing multi-product global training deliverables
- **Adjunct Professor at:** National University, Chapman University, University of Phoenix Graduate School. Taught hundreds of graduate students distance learning systems, assessment and evaluation, instructional design and software evaluation strategies

Technology / Web Media Skills

- **MS Office (2013- 2016):** Word, Excel, PowerPoint, Project
- **Website Development:** WordPress, Visual Site Designer (HTML), Mobile
- **Video Production:** Green Screen Video Production, PowerPoint to Video, Camtasia Production, YouTube videos, Amazon s3 File Storage
- **Graphics Production:** Paint Shop Pro, Logo creation
- **WBT Authoring:** Microsoft Mix, Captivate, Camtasia
- **LMS:** Learn Dash (WP), Accord
- **Webinar / Desktop Conferencing:** Blab, Google Hangouts, GoToMeeting
- **SEO:** Top 10 Google placement, Google Analytics, Keyword Analysis, White Hat Optimization
- **Ecommerce / Learning Portal:** Design, Launch and management

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CEO / Design2Train - The Woodlands, TX 9/01 - Present

Instructional designer and digital media production on custom eLearning and web-based projects. Produce eLearning for education, corporate and government clients. Experienced in delivery of WBT on all types of LMS solutions and websites / membership portals for training and event deployment

Date	Client	Training Services
2015	Mead & Hunt	Develop SWPPP airport environmental web-based training for Detroit Airport and AGRP clients, create WBT and build WordPress LMS structure
2003 – 2015	TXDOT Technical Assistance Provider – state contract	Created WordPress websites for TXDOT approved highway construction clients with search engine optimized keywords, meta tags, marketing PDFs and videos. State TAP program ended 03/2105
2014	American Bureau of Shipping – Houston, TX	Developed WBT for proprietary software release for vessel and shore based tracking of: Crew Work Rest Hours, HSQE, Voyage & Energy Management
2013-2014	Baker Hughes – Houston, TX	Developed comprehensive internal training website on all BH fracturing equipment located on new Blue Orca stimulation vessel (drilling ship) deployed to North Sea – video, WBT and HTML website interface
2012	Precision Drilling – Houston, TX	Created HSE Rig staff training, Revamped New Employee Rig Orientation, Created Rig-Orientation handbook
2011	CH2MHill – Houston, TX	Created SWPPP training needs survey for IAH, Hobby and Ellington Field
2011	USDA – Fresh Products Div. Fredericksburg, VA	Revamped 40hr ILT USDA Field Auditor Training Created PPT, facilitator /student templates, realistic case study / scenario activities, knowledge checks, final quiz
2009	US Oncology – Marketing The Woodlands, TX	Revamped 40-hr Marketing Representative Training , created PPT, facilitator /student guides, problem-solving activities, and final quiz
2011-2014	HR Institute – Los Angeles, CA	Converted Presenting Sexual Harassment in the Workplace for Supervisors PPT into multi-unit interactive WBT supervisor training with knowledge checks and final quiz for delivery on Accord LMS (SCORM)
2011	Healthcare Informatics - The Woodlands, TX	Converted 8 hours of Cancer Care interactive WBT, delivery on 3rd-party SCORM LMS with knowledge checks in each unit
2009	Bayer Material Sciences Spring, TX	Converted marketing PPT Spray Foam Insulation Applicator Training into interactive WBT with knowledge checks delivered on Internet – created videos, photo shoot for PPE and supplies
2004-2007	TransOcean Houston, TX	Converted 40hr ILT course into interactive WBT delivered to 150 oil rigs via company Intranet –1,000s of screens including software functionality in activities for rig asset management and prevention
2005-2009	Texas Tech University Lubbock, TX	Converted ILT into WBT on 15 Passenger Van Safety SCORM LMS deployment
2008-2015	Stephen F. Austin St. University Nacogdoches, TX	Converted classroom refresher into WBT on Procurement Card and Property Management SCORM LMS deployment, managed website

Page 3: V. Karen Miller: Professional Career Experience

eCommerce Director - American General (VALIC Insurance), Houston 5/00 – 9/01

Leader for national K12 education online community site: www.redappleonline.com; Launched with over 500,000+ hits from 5,000 unique visitors. Site featured collaborative tools and a "thin client" 3D virtual community. Secured state / national education affiliates for content, holding online events and site traffic. Won ISPI National Training Award. Division closed due to corporate merger with AIG.

Marketing Manager – Questia (Online Library), Houston 12/99 - 5/00

Developed a Secondary School Initiative for a pre-IPO DOT.COM startup; Assisted in developing national database of college course books for expanding the online library launch of 50,000 references.

Division Training Manager – Compaq (Commercial Portable Division), Houston, 3/97 - 1/00

Responsible for managing Portable Division team to create new product training to 300,000 worldwide community internal trainers and field sales / service staff; Consistently delivered all products (CD, Videotape, PPT, Intranet/Internet/Extranet websites) on-time; Saved over \$250K in development costs; Received ASTD Excellence in Practice Award for Electronic Learning, first division recognition for training leadership; Global Training Steering Committee member.

Site Manager, Electronic Learning Facilitators (Contractor), Oklahoma City 11/94 – 07/96

Project leader and daily operations manager for three multi-media contracts \$1Million for the FAA - Airways Facilities and Civil Aeronautical Medical Institute with a staff of twelve including: instructional designers, graphic artists, researchers, and programmers creating hundreds of hours of online courseware; Responsible for obtaining additional \$400K contract for Red Cross CBT development project. Received bonus for on-time delivery; Office closed due to corporate restructure.

Instructional Design Consultant, The Zenith / CalFarm Insurance (Workers Compensation Insurance) 1992 - 94

Lead knowledge architect consultant of \$8Million business process re-engineering effort, management development. Developed CBT work simulation exercises for a Model Office, Co-founded a corporate university, internal consultant on performance management and workforce productivity.

Regional Marketing Manager - GTE Education Services, Dallas, TX - Sacramento, CA 1989 - 1992

Developed and delivered corporate training on: The Electric Pages: proprietary host and communications software and SpecialNet: special education, K-12 educators / administrators at the state, national, and international level. Lead the development of CA.Schoolcom: California-based K12 network; Trained educators on: email, bulletin boards, databases, and computer conferencing. Recruited and trained professional education organizations as online content providers.

Technology Teaching Experience

Online Facilitator (Webinars, Learning Portals, Teleseminars) – Design2Train

Online Graduate Adjunct Faculty: University of Phoenix, Online Campus

Adjunct Professor, National University / Chapman University, Sacramento, CA