

Christy J Rabern

PROFESSIONAL SUMMARY

Professional with a passion for achievement and building relationships. Strengths include disciplined, consistent, responsible and achiever. Experienced and comfortable in leadership roles, and in support roles. Skilled in project management and instructional design. Organized, polished, approachable and adaptable. Knowledgeable in various technology and eager to learn new programs.

EXPERIENCE

SENIOR INSTRUCTIONAL DESIGNER (eCore), USG eCampus (University of West Georgia)

Carrollton, GA: August 2022 - present

- Serve as GoView LMS Administrator
- Support faculty in teaching courses; Ensure ADA, copyright adherence
- Design, develop, create and update university-level core classes
- Train new Instructional Designers

INSTRUCTIONAL DESIGNER (eCore), USG eCampus (University of West Georgia)

Carrollton, GA: May 2018 – July 2022

- Serve as GoView LMS Administrator
- Support faculty in teaching courses
- Ensure ADA, copyright adherence
- Design, develop, create and update university-level core classes

TRAINING ADMINISTRATOR (Center for Business Excellence), University of West Georgia

Carrollton, GA: February 2013 – May 2018

- Facilitated training for faculty and staff both online in Brightspace (CourseDen) and face to face
- Managed new employee on-boarding
- Developed learning plans for professional development of faculty and staff
- Use action verb—try to be specific with examples of tasks you did and skills you possess

ACADEMIC ADVISOR/ACCREDITATION & ASSESSMENT ASSISTANT (Richards College), University of West Georgia

Carrollton, GA: October 2005 – February 2013

- Interpreted, explained retention, progression & graduation requirements to students and provided timely and appropriate advising for successful academic progress
- Gave presentations on academic success to students and parents; developed training materials
- Coordinated assessment activities and collected data for assessment and accreditation activities for AACSB

INSURANCE ADJUSTER, State Farm Insurance

Carrollton, GA: January 2008 – October 2005

- Analyzed, investigated, evaluated, negotiated & resolved property and injury claims in a 5-8 county area
- Read, interpreted and applied legal and auto policies; Testified in court as needed

INSTRUCTOR (adjunct), University of West Georgia

Carrollton, GA: various times 2011 – present

- Teach Macroeconomics online for USG eCore from Summer 2020 – present
- Taught Business Communication online for the Richards College of Business from Spring 2013 – Spring 2017
- Taught UWG 1101 face to face for the University from Fall 2011 – Fall 2013; Freshman Success Seminar

INSTRUCTOR (adjunct), West GA Technical College

Carrollton, GA: Fall 2003, Spring 2004, Spring 2012

- Adjunct Instructor for various classes, as needed

AWARDS & ACTIVITIES

- ADay Faculty/Staff Co-Chair, UWG, 2022
- Staff Advisory Council (SAC) Representative, Fall 2016 - present
- Best of the West Celebration Planning Committee, 2017 – 2019
- Wolf Wellness Champion, 2019 - present
- UWG Homecoming Judge, 2007 - 2021
- A-Day (UWG), multiple years – present (Team Captain, 2017)
- Best of the West award nominee, multiple quarters
- Engage West Staff Edition Committee Member, Fall 2015 – Summer 2019
- Undergraduate Programs Committee (ex-officio), Richards College of Business, 2009 – 2013
- UWG|Online Online Instructor Certification June 2013
- University of West GA Continuing Education and Distance and Distributed Education Center Distance Education Certificate Program – June 2012
- Most Influential Person Award, 2013 (First Year Experience Office)
- Annual Support Staff Service Award, Richards College of Business, 2007-08, 2010-11
- Students in Free Enterprise (*SIFE*) – Staff Advisor, January 2006 – August 2010
- State University of West Georgia Alumni Board, 2002 – 2005

EDUCATION

Master of Business Administration (MBA)

2002, University of West Georgia, Carrollton, GA

Bachelor of Science, *Cum Laude*

1997, University of West Georgia, Carrollton, GA

PMP Certification Class

(Project Management Professional)

January 2019

Master of Education (MEd)

2010, University of West Georgia, Carrollton, GA

****18 graduate hours in Management, Marketing & Economics**