

**Lee V. Moon**  
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Experienced Instructional Designer and Trainer with 7 ½ years of expertise supporting faculty from diverse programs in course development and problem-solving. Strong project manager who seeks responsibility and develops strong partnerships with faculty and staff.

**Experience:**

2014-present

**Instructional Design Specialist**

West Georgia Technical College

- Trains all Online Teaching and Learning new hires as well as new faculty from assigned programs in the Nursing, Health Sciences, Trade and Tech, Business, and Arts & Sciences departments—both in person and via WebEx.
- Trains and guides course builders and instructors through course creation and utilization in Blackboard Learn 9.1.
- Creates print and video tutorials providing instruction from basics to best practices in use of educational technology.
- Manages full program builds and rebuilds—some programs include Certified Nursing Assistant, Licensed Practical Nursing, Management, Marketing, Supply Chain Management, Dental Hygiene, Health Information Management, Medical Assisting, Early Childhood Education, English, Humanities, and Sociology.
- Leverages Universal Design for Learning concepts to make courses both ADA compliant and user-friendly.
- Designs lessons that meet college, state, and accreditation agency standards and learning objectives.
- Develops innovative design solutions using available technologies to meet faculty and student needs and requests.
- Helps program faculty ensure continuity and consistency throughout program and college courses.
- Increases efficiency of Online Teaching and Learning team by finding and sharing viable shortcuts for work processes.
- Works with subject matter experts (SMEs) to build Open Resource courses.
- Supervises work of SMEs on new course builds and revisions.
- Works with LMS administrator to clear course masters for copy.
- Troubleshoots faculty and student issues in Blackboard and 3<sup>rd</sup> party courses.
- Corrects and confirms grade center calculations in active courses.
- Reports bugs and issues within LMS and 3<sup>rd</sup> party courses.
- Pairs/integrates 3<sup>rd</sup> party content with LMS course masters and courses.
- Researches and then trains faculty on new educational technologies.

2012-2014

**Office Administrator**

Carrollton First United Methodist Church

- Published and distributed publications, mailings, and e-mailings.
- Managed Web site.
- Maintained records and church database.
- Coordinated master calendar.
- Assisted employees with computer and office equipment issues.
- Trained employees on technology.
- Acted as the first point of contact for staff, church members, contractors, and the public.

- Managed physical plant staff, schedule, and maintenance.
- Purchased/set up leases on supplies and equipment.

2010-2011

**Instructor of English**

University of West Georgia

- Designed and taught English Composition and Literature courses.
- Evaluated students' work and progress.
- Maintained student records.
- Tutored and advised students.

2006-2009

**Field Executive/Membership Specialist**

Girl Scouts of Pine Valley Council/Girl Scouts of Greater Atlanta Council

- Built and managed troops, grant programs, and service units.
- Recruited, trained, and supervised leaders and site directors.
- Attended and led Train the Trainer programs.
- Exceeded membership goals and increased volunteer participation and level of responsibility.
- Overcame major leadership conflicts.
- Recovered dormant troop accounts.
- Strengthened support for troops through relationships with churches, schools, businesses, and other community leaders.

**Adjunct Instructor of English and Journalism**

2001-2005

University of West Georgia

2001-2004

Atlanta Christian College

- Designed and taught English and Journalism courses.
- Evaluated students' work and progress.
- Maintained student records.
- Tutored and advised students.

**Education:**

1998-2001

**University of West Georgia**

Master of Arts in English

Coursework: British and American Literature, Composition, and Thesis preparation and defense.

1992-1995

**Cincinnati Christian University**

Master's in Religious Education

Coursework: Education and Journalism with a core in Theology, Church History, and Bible. Oral examination/defense via committee.

1988-1992

**Auburn University**

Bachelor of Arts in English

Coursework: English Literature and Composition with minors in Journalism and Business.

**Proficiency:**

- |                             |                                  |
|-----------------------------|----------------------------------|
| • Adobe Pro DC              | • Collaborative Design with SMEs |
| • Ally Accessibility Tool   | • Collaborate                    |
| • ANGEL                     | • CONNECT                        |
| • Banner/Banner Reports     | • Course Builder Trainings       |
| • Blackboard Learn 9.1      | • Curriculum Writing             |
| • Blackboard Quiz Generator |                                  |

- Development and Leadership of Trainings for Faculty
- Objective Activities
- Editing for publication
- ExamView
- Faculty Institute Trainings
- Google Docs
- Microsoft OneDrive
- MindTap
- Open Resource Course Builds
- Outlook
- PowerPoint
- Power-user
- Development and Delivery of Weekly Children's Programs
- Respondus 4.0
- Respondus LockDown Browser and Monitor
- Rubric Training
- Skit Writing for Children's Camp
- Snagit
- SoftChalk
- State KMS Competencies
- StudyMate
- TEAMS
- TestGen
- Train the Trainer
- Universal Design
- Universal Design/Accessibility Training
- WebEx
- YouTube Video Publishing
- Zoom

**Interests:** Faith, Family, Friends, and Dogs; Scuba Diving and Snorkeling (Advanced Open Water Certification); Leading Children's Worship; Planning and Leading Programs for Foster Children; Collecting Worship Songs for Children's Church and Youth Programs; Identifying Birds and Marine Life; Reading; Traveling; Glass Totem Crafting; Nature-watching; and Treasure-seeking.