

Michael L. Harris

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EDUCATION **University of West Georgia** **Carrollton, GA**
M.Ed. Instructional Technology (July 2012)

University of West Georgia
B.A. History, Minor in Economics (July, 2005)

EMPLOYMENT **USG eCore** August 2009 to Present
Instructional Designer

- Provide faculty training and support for eCore courses
- Plan and coordinate major revision of current courses
- Plan and coordinate development of new courses
- Provide faculty training on LMS and related instructional technologies
- Assist in planning and delivery of faculty certification courses
- Coordinate the setup of technology resources and provide technology support for the Distance Learning Administration Conference

Newnan Center, University of West Georgia July 2009 to August 2013
Academic and Instructional Support Specialist

- Provide classroom technology support to students, faculty, and staff
- Coordinate installation of classroom technology equipment
- Serve as the academic advisor for Newnan students (all majors) and prospective students
- Coordinate and maintain communication with Newnan students and faculty
- Assist in planning and implementation of student events
- Serve as UWG-Newnan representative at recruiting events
- Exercise customer service tasks such as answering questions about academic programs and policies and in support of classroom technology

ITS Classroom Support & Special Events, University of West Georgia October 2005 to July 2009
Media Technology Specialist

- Maintain inventory of audio and visual equipment
- Coordinate delivery of audio/visual equipment for academic use at UWG
- Design and coordinate audio/visual equipment setups for on-campus and off-campus events including the Carrollton Rotary Club, Distance Learning Administration, UWG Graduation, Carrollton High School Graduation, and UWG Athletics Super Night
- Hire and Train student assistants
- Exercise Customer Service tasks such as troubleshooting and training for the use of audio/visual equipment
- Provide classroom technology support for faculty, staff, and students in the use of computers and audio/visual classroom technologies
- Assist in the installation of audio/visual equipment in UWG classrooms

TECHNOLOGY

Microsoft Word, Excel, Power Point, Adobe Photoshop, Windows, Macintosh, vast experience in hardware and software installation, Fender Certified Technician, Certified Trainer