

Erin Cunia

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Career Objective

To obtain a position that utilizes my instructional design and information technology background. Interested in working with multimedia, the Web, online learning, distance learning, course management systems, and integrating various technology tools in teaching and learning.

Professional Summary

- Committed to life-long learning of skills and knowledge with a variety of experiences in education, information technology, business, and retail, including management and supervisory experience
 - Experience designing and developing online instructional materials
 - Extensive experience with PC and MAC computer systems—qualified in inter-office computer hardware and software troubleshooting and staff training
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Education

PhD, Instructional Design, Development, & Evaluation, Syracuse University, Syracuse, New York (anticipated completion 2012).

MS, Instructional Design, Development, & Evaluation, Syracuse University, Syracuse, New York (2005).

BA, Psychology (Minor: Education), Syracuse University, Syracuse, New York (1993).

Professional Affiliations

Professional Member, AMERICAN SOCIETY FOR TRAINING AND DEVELOPMENT (ASTD).

Co-Leader, Distance Learning Special Interest Group, 2007–2008, CENTRAL NEW YORK AMERICAN SOCIETY FOR TRAINING AND DEVELOPMENT (CNYASTD).

Student Member, ASSOCIATION FOR THE ADVANCEMENT OF COMPUTERS IN EDUCATION (AACE).

Student Member, ASSOCIATION FOR EDUCATIONAL COMMUNICATIONS AND TECHNOLOGY (AECT).

Student Member, SOCIETY FOR TECHNICAL COMMUNICATIONS (STC And CNYSTC).

Computer Skills

Current software includes MS Office 2003/2007, MS Frontpage, MS Publisher, HTML, CSS, GroupWise, Dreamweaver 3/CS3, Adobe Photoshop CS/CS3, Adobe GoLive CS2, Macromedia Authorware 7, Macromedia Director, ViewletBuilder4, Captivate 2/3, Articulate Presenter/Engage/Quizmaker, Adobe Flash CS3, Adobe Illustrator CS3, Adobe InDesign CS3, Adobe Acrobat 8 Professional, Office: Mac 2004/2008, EndNote X/X1, and Dragon Naturally Speaking 8.

Volunteer Service

Board of Directors, Technology Chair, Webmaster, 2008—present.

THE MASTOCYTOSIS SOCIETY (TMS), (<http://tmsforacure.org>) a non-profit medical information site.

Chapter Advisor, House Corporation Board member 2008—present.

ALPHA CHI OMEGA (ΑΧΩ), Lambda Chapter (Λ), Syracuse University, Syracuse, New York.

President, 2007—present.

STUDENT TEACHER PARENT ASSOCIATION (STPA), Fayetteville-Manlius High School, Manlius, New York.

Adult Leader, 2007–2008.

VENTURE CREW 600, North Area Volunteer Ambulance Corp (NAVAC), North Syracuse, New York.

Professional Experience

Instructional Design Consultant, August 2008—present, SELF-EMPLOYED, Syracuse, New York.

Work with clients on instructional design contract projects to analyze, design, develop, implement, and evaluate corporate staff development programs.

- Developed product Webinars, investigated delivery options, and recommended implementation
- Created instructional movies for computer-based (CBT) and Web-based training (WBT) delivery methods

Web Designer, September 2003—present, SELF-EMPLOYED, Syracuse, New York.

Design and develop Web sites for small business and non-profit organizations.

Teaching Assistant, June 2009—present, MERRIDAY SCHOOL, Syracuse, New York.

Graduate Assistant for Instructional Design, August 2004–August 2008,

TRANSACTIONAL RECORDS ACCESS CLEARINGHOUSE (TRAC), Syracuse University, Syracuse, New York. Awarded a one-year position to analyze content and target audience to identify appropriate instructional strategies and delivery methods. Contract was extended beyond the initial one-year period.

- Worked directly with Subject Matter Experts (SMEs) to define training opportunities, methods, and content
- Designed and developed the TRAC Help Web site (<http://tracfed.syr.edu/trachelp/>), periodically making additions and updates to the help pages to accommodate changes to the main Web site
- Produced instructional movies for Web-based training (WBT) within the online help pages and a computer-based training (CBT) tutorial produced for distribution to new users
- Used Photoshop, ViewletBuilder, and HTML coding to create user guides, and step-by-step instructional materials for TRAC Web site users

Learning & Development Intern, July 2007–July 2008.

ITT CORPORATION, INDUSTRIAL PROCESS, GOULDS PUMPS, Seneca Falls, New York.

Awarded a six-month contract position to convert staff development and product training to an E-learning format. Contract was extended beyond the initial six-month period.

- Applied instructional design theory to E-learning/WBT methodology to include learner interactivity, questioning techniques, and course assessments
- Interacted with various SMEs and work with them to convert their current instructor-led classroom materials to Web-based instruction
- Designed and developed Web-based training materials using Photoshop, Flash, HTML, and Captivate for use on the corporate learning management system (LMS)

Consultant / Instructional Designer, January 2006–January 2007, COMSYS, INC. / JHT, INC., Orlando, Florida.

Hired for a six-month contract position to convert instructor-led classroom training materials to CBT materials for use on a corporate LMS. Contract was extended beyond the initial six-month period.

- Worked from home using various communication tools (E-mail, instant messaging, and teleconference) to collaborate with project managers, other instructional designers, content developers, and graphic artists located in the corporate office and other remote locations
- Analyzed Government Furnished Information (GFI) and input from SMEs to develop and modify instructional materials for a branch of the U.S. military
- Designed and developed instructional strategies that meet the needs of adult learners in a WBT environment and assessment schemas that measure the student's mastery of course material and evaluate the student's ability to perform job-related tasks
- Used storyboarding skills to precisely communicate instructional strategies to graphic designers and content development team members, using MS Word, templates, and the track changes feature as well as E-mail, instant messaging, and teleconferencing to get the job done