Tracey Oberman

https:/www.linkedin.com/in/oberman-tracey

https://tinyurl.com/2p9h9swp

English Professor, Curriculum Writer, Instructional Designer, Proofreader and Editor

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SKILLS

- eLearning courseware LMS: Canvas, Moodle, D2L, Blackboard
- Project management: Asana, Monday.com
- Face-to-face, blended, hybrid, and eLearning design and development for synchronous and asynchronous courses

- Proofreading and editing government training programs
- Curriculum and Instructional Design: ADDIE, Adult Learning Theory, Kirkpatrick
- Software: Microsoft Office Suite, Camtasia, Audible, Storyline, Adobe

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EXPERIENCE

DECEMBER 2023 – PRESENT (PART TIME)
Adjunct English Professor / Salve Regina University

- Develop, design, and teach courses for diverse student populations on topics including basic grammar, argumentation, research skills, MLA, APA, and critical thinking experiences using technology for diverse students, analysis using adult learning theories: using OER and the Canvas LMS
- Encourage students to explore the relationship between writing and thought, provides them with the skills to develop ideas and construct effective academic arguments, and prepares them for the diverse writing assignments they will encounter in their studies.

MAY 2008 – PRESENT (PART TIME)
Adjunct English Professor / Instructional Designer / Los Angeles Valley College

- Design, and teach online asynchronous and synchronous courses for diverse student population on topics including basic grammar, argumentation, research skills, MLA, and critical thinking skills using technology for diverse students, using adult learning theories: using Canvas, Blackboard, and eTudes LMS
- Coordinate and utilize OER textbooks that align with students needs and learning styles, and compliment as written assignments based on current events, all English levels - grammar, composition writing, literature analysis, argumentation

AUGUST 2015 – MAY 2019 AND CURRENTLY [RETURNED IN MAY 2022] (PART TIME)
English Professor / Northern Virginia Community College

- Design synchronous courses for students with a wide range of learning requirements, based on an initial needs analysis and implement learning solutions for multiple courses each semester: using Canvas and Blackboard
- Design and instructed hybrid courses (online and in person) that aligned with students needs and learning styles, and compliment as written assignments based on current events, all English levels - grammar, composition writing, literature analysis, and courses in argumentation and critical thinking
- Create and instruct courses for a diverse student body, covering fundamental grammar, argumentation, critical thinking, and the effective use of technology in education. Course design and teaching will be informed by adult learning theories.

AUGUST 2020 – JUNE 2023 (PART TIME)
Adjunct Professor / Westcliff University

- Manage best practices to create content and design for live sessions: using the Moodle LMS
- Teach and facilitate Art History, Business English, and English Composition, and Education courses
- Manage the knowledge and application of instructional design process, industry standards, and best practices
- Ignited knowledge and application of adult learning theory with designing online courses
- Transform experience with leading instructional design teams and projects
- Foster experience with developing content for different modalities (e.g., instructor-led, elearning, virtual training, blended learning) and successfully work on multiple projects simultaneously while maintaining high quality in a fast-paced work environment
  *Secretary of the Faculty Senate – record minutes for all meetings, email all staff reminders of meetings, help with curriculum writing and reformatting of syllabi for College of Education

MARCH 2021 – OCTOBER 2021 (SHORT TERM CONTRACT)
Quality Assurance Specialist / Paltech Technologies

- Assisted and implemented modules for the federal government training programs: using Storyline
- Edited and proofread federal government training programs for National Highway Institute (NHI), Veteran Geriatric Research Education and Clinical Center (VAGRECC), and the National Environmental Policy Act (NEPA)
- Administered and organized Microsoft Teams and SharePoint folders/documents for the department

AUGUST 2018 – NOVEMBER 2019 (FULL TIME)
Quality Assurance Specialist II / Instructional Designer
Department of State (Contractor with The Ventura Group)

- Developed design documents, storyboards, and other supporting documentation for maintenance projects
- Displayed proofreading and editing over 30 training courses designed for Foreign Service Officers and diplomats
- Executed the design of e-learning courses with other members of the team
- Integrated all work with Microsoft Office (Word, PowerPoint, Excel, Outlook) and Microsoft Teams
- Streamlined SharePoint as the administrator for the Digital Learning Department
- Administered 508 Compliancy for over 20 courses
- Support Front office and FSI Library support staff
- Developed and maintain training and process documentation, tested standards and checklists, and style guides used by the QA team
- Managed all maintenance and upgrades to portfolio of 300 existing products
- Advised and consult with clients both internal and external, on best practices on adult learning and course development

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Education

- Graduate Certificate: Instructional Design / University of Wisconsin – Stout
- Master's Degree: English / National University
- Bachelor's Degree: Art / California State University Northridge