



sharon vock

education.

- Doctor of Philosophy, Computer Science / Present
- Master of Business Administration, Project Management / 2016
- Bachelor of Science, Cinematic Arts / 2014

skills.

- Content creation and revision
- Facilitation of project management tracking and communication
- Content analysis and course improvement ideation
- Collaborative problem solving
- Training creation and delivery

technology.

Project Management & Communication

- My Hours time & task tracker
- Apex-Based Internal Course Tracking tools
- Microsoft tools including Planner (Trello alternative)
- Google Office Suite tools
- ServiceNow
- Smartsheet
- HTML5 and CSS

Content Creation and Management

- Blackboard LMS
- Canvas LMS
- Wordpress
- Concourse Syllabus Management
- Adobe Creative Cloud (Photoshop, Premiere Pro, After Effects, Audition, Spark)
- Articulate - Rise 360
- Canva

professional experience.

Instructional Designer / Liberty University / 2017 - 2021

School of Behavioral Sciences and School of Business .

- Learning design **project, process and analysis** point of contact for over **650 online courses**.
- **Developed and delivered training and mentorship** for a team of **2 instructional designers** on specific course development processes and standards.
- Created **project tracking and communication** tools and processes for conversion of flash-based media in over **960 items**.
 - Provided **hybrid training** and updates on required process and completion status.
- Created & tracked **multiple** student-focused higher education course **projects & materials**.
 - **Conceptualized** content presentation approaches for new and redevelopment projects.
 - **Investigated** and resolved SME and leadership issues during projects.
 - Addressed resolution of live course material issues requiring **urgent turnaround** for internal stakeholders, technology teams and external vendors.

School of Behavioral Sciences .

- Developed training walkthrough process (scheduling, delivery) for migration of approximately **240 courses** from Blackboard LMS to Canvas LMS.
- Coordinated video project with **9 presenters** in **6 locations**.
- Generated **bite-sized weekly** "tips and tricks" newsletter to address current SME challenges.

I had the pleasure of cooperating with internal and external stakeholders to do the following:

- Coordinate transition of **67 online graduate courses** to new course identities.
- Collaborate on **content and project strategy** with various stakeholders in the School of Behavioral Sciences and the School of Education.
- Develop **milestones, deadlines** and **project completion strategies** in collaboration with School of Behavioral Sciences leadership.
- Guide various development teams on **completion** of their relevant **processes**.

Result: Successful launch by deadline, without wide-spread report of course identity inconsistencies.

To streamline the new course development process for close to **12 doctoral course projects** with multiple SMEs and developers, I worked together with leadership to build and refine a course to:

- **Train** SMEs and developers on course creation from the ground up, including department-specific **process information** and applicable **training material creation**.
- Facilitate collaboration between SMEs and myself on instructional design items.

Result: Achieved desired release of initial courses for new doctoral-level psychology program.

School of Business .

- Coordinated successful digital textbook change project with tight turnaround during live term involving internal technology teams, external vendor and school leadership.

After identifying the need for faster, intuitive and more visual reporting on the status of course development projects, I was able to create a **dynamic**, online Excel **dashboard**. This:

- Enabled stakeholders to view overall term-based/project type-based or individual course-specific status information in as little as one click for **45 current projects**.
- Tracked **3** course development project types over **2** years in **1** cohesive location.
- Being based in Excel, provided stakeholders with a familiar visual experience.

Result: Increased stakeholder satisfaction, streamlined communication, efficient project tracking.

other highlights.

- **Research and development for initial prototype of data visualization tool / 2020**
- **Director's Award for Excellence / 2019**
- **"Interactivity in PowerPoint" / 2018**
Worked with instructional designer on learning and teaching alternative interaction tool.
- **Conference Presentation: "Group Work Reimagined" / 2018**
JMU TLT - Contributed to creation and presentation.

contact.

scvock@gmail.com

434-535-2692

Perrysburg OH, 43551

linkedin.com/in/sharoncv