

Mary A. Trankel

(206) 715-0606 (cell)

Instructional Systems Design (ISD) • Web & Multi-media Development

Detail-oriented professional with strong work ethic who takes pride in producing quality work products; experienced in multiple aspects of information technology, multi-media development, computer/web-based training, instructional systems design, research, data analysis, database development, and technical writing; flexible; able to multi-task and adapt to a fast-paced, challenging environment.

Online resume: <http://marytrankel.resumeconnect.com/>

Work portfolio samples: <http://www.webtransformations.com/demos/>

Software Skills

- **animations:** Adobe *Captivate*, Adobe *Flash*
- **LMS/LCMS:** OutStart (EEDO) *ForceTen*, *Angel*, *SoftChalk*
- **web development, HTML, CSS, JavaScript, XML:** *Dreamweaver*, *ColdFusion*, *PHP*
- **multi-media** (audio & video) development: Adobe eLearning Suite—*PhotoShop*, *Fireworks*, *Illustrator*, *InDesign*, *Acrobat*; *Final Cut Pro*; *Pinnacle Studio*; *Camtasia Studio*
- **relational database:** *Microsoft Access*, *Oracle*, *MySQL*
- **Microsoft Office suite:** *Word*, *Excel*, *PowerPoint*, *Outlook*, *Project*
- **statistical analysis:** *Statistical Package for the Social Sciences (SPSS)*, *Crystal Reports*

Education

The University of Montana, Missoula, Montana

Ph.D., Sociology, concentrations in Criminal Justice, Psychology, and Applied Research, June 1991

M.A., Sociology, concentration in Criminology, Dec 1987.

Carroll College, Helena, Montana

B.A. in Sociology, minor in Criminal Justice, June 1980.

Instructional Systems Design (ISD)

- development of instructional design storyboards and creation of Flash course modules for an eLearning company in California (course certified by the Category Management Assn)
- instructional systems design (ISD) training materials developed using the ADDIE system and ARCS model
- knowledge of learning styles and principles of adult learning theory
- multi-media training materials developed for a variety of companies
- development of job aids and multi-media instruction materials
- group and individual training sessions on a variety of topics
- organization and program evaluations; implementation training and technical assistance

Web and Multi-Media Development

- 15+ years as a self-employed consultant developing Web sites, Web-based and computer-based training; video and audio recordings, software simulations, slideshows, Flash animations, relational database applications, and database-driven Web sites for a variety of small businesses, non-profit organizations, and government agencies
- 2 years as a systems analyst on a project to develop a new software application

- 5 years as Webmaster/Information Technology Specialist for Technology & Development Centers of the **USDA Forest Service** in Montana, California, and Washington D.C.: creating static and database-driven Web sites, Web-based and computer-based training products, and special project applications for multi-agency task groups, including the **U.S. Department of Transportation**
- implementation of web standards best practices, cascading stylesheets (CSS), Section 508 accessibility compliance, and human interface (usability) design
- technical writing and documentation, instructional manuals, training materials, procedural documentation, systems charts and diagrams, functional specifications
- development of content management, tracking, and reporting systems
- web support to the **Montana Department of Fish, Wildlife & Parks**

Postsecondary Teaching

TACOMA COMMUNITY COLLEGE, Tacoma, Washington:

Summer 2010 and Fall 2010: *IT Instructor* teaching Microsoft Office Suite Products (Word, Excel, PowerPoint, Outlook), Microcomputers, and Windows operating system through a contract with the **Washington Department of Corrections**. Letter of Reference.

THE UNIVERSITY OF MONTANA, Missoula, Montana:

January 1991 through June 1991: *Adjunct Professor* teaching Group Process and Applied Social Research, Social Work Department, The University of Montana, Missoula, MT.

September 1984 through June 1988: *Graduate Teaching Assistant*, University of Montana Sociology Department teaching Principles of Sociology, Social Problems, and Sociology of Deviance. Tutored students in Social Statistics and Business Statistics.

SALISH-KOOTENAI COMMUNITY COLLEGE, Pablo, Montana:

Fall 1986 and Spring 1987: *Visiting Professor* teaching Developmental Psychology, Introduction to Sociology, and Social Psychology.

Research & Data Analysis

- 5 years as Project Manager and Principal Investigator on contract with the **Montana Department of Public Health & Human Services** to conduct a statewide evaluation of child abuse prevention and family support programs
- statistical data analysis, report writing, proposal writing, editing
- needs assessments, feasibility studies, program evaluations, competitive market analysis for a large variety of small businesses, non-profit groups, and government agencies
- technical reports, charts, graphs, policy & procedure documentation
- development of database, content management, and tracking systems
- desktop publishing—page layout and design (brochures, flyers, booklets)