

## 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)