

Sarah Ashley

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OBJECTIVE

To improve my professional, interpersonal, written, and oral communication skills in order to better serve and support Drew Faculty in the position of Instructional Technology Specialist with Drew University.

EDUCATION

- Master of Education, Instructional Technology** May 2006
East Stroudsburg University, East Stroudsburg, PA
⌚ Overall GPA 3.7/4.0
- Master of Science, Computer Science** Dec 2005
East Stroudsburg University, East Stroudsburg, PA
⌚ Thesis - ADAPTIVE USER INTERFACES: A COMPARATIVE STUDY
⌚ Overall GPA 3.4/3.6
- Bachelor of Science, Computer Science** Aug 2000
Kwame Nkrumah University of Science and Technology, Kumasi, GHANA (W/Africa)
⌚ Overall GPA 3.6/4.0
⌚ Graduated with Honors

SKILLS

- ⌚ Windows, PC, MAC
- ⌚ Visual Basic 5,6, .NET, Crystal Reports
- ⌚ SQL, ADO.NET and ODBC databases
- ⌚ HTML, DHTML, CSS
- ⌚ JavaScript, Action Script, Lingo
- ⌚ Macromedia Flash MX, MX 2004, 8
- ⌚ Macromedia Director MX 2004
- ⌚ Macromedia Dreamweaver MX, 8
- ⌚ Macromedia Fireworks 8
- ⌚ Adobe Photoshop 7.0, CS, Elements 2.0
- ⌚ Adobe Illustrator CS
- ⌚ Adobe ImageReady
- ⌚ Adobe Premiere
- ⌚ LightWave 3D Animation & Modeling
- ⌚ PHP, ColdFusion (beginner)
- ⌚ Quark Xpress 6
- ⌚ Inspiration, Kidspiration
- ⌚ WebCT, Blackboard
- ⌚ Audacity, SoundForge

- ⌚ iDVD, iMovie, Windows Movie Maker, FinalCut Pro
- ⌚ Microsoft Word, Excel, Access, FrontPage, PowerPoint, Publisher
- ⌚ Excellent written and oral communication skills
- ⌚ Great interpersonal skills for collaborative work/team work
- ⌚ Highly self-motivated, driven and productive
- ⌚ Eager, fast learner and hard worker, ready to go above and beyond

RELATED WORK EXPERIENCE

Instructional Technology Specialist

Drew University January 2007 – present

- ⌚ Support Faculty with Instructional Technology needs
- ⌚ Develop training materials and workshops on various technology skills
- ⌚ Provide on-demand one-on-one training to faculty in discipline-specific technology needs for curriculum
- ⌚ Administration and Management of Blackboard (Learning Management System)
- ⌚ Support Faculty Development Manager with technology projects geared toward Faculty.

Adjunct Professor

East Stroudsburg University October 2006 – December 2006

- ⌚ Instruct students in the following Media Communication and Technology classes:
 - **Electronic Communication Technologies** - *The use of desktop media, the application of microcomputers to text editing, graphic design and layout, desktop publishing, and desktop video are presented. This is a foundation course giving competencies applicable to Department of Media Communication and Technology courses.*
 - ⌚ End product of the course is a Digital Portfolio created in Adobe Acrobat Professional as a PDF document.
 - **Digital Photography and Still Images** - *Provide students with an overview of many different methods for selection, production, manipulation, utilization, and presentation of still images for instructional applications. Also teach varied techniques of locating, acquiring, and producing digital and non-digital still photographic images.*
 - ⌚ End product of the course is a Digital Portfolio presented in a format that is convenient and comfortable (yet appropriate for the nature of the artifacts) for the student.

Professional Tutor

East Stroudsburg University March 2006 – present

- ⌚ Tutored MCOM students needing assistance and guidance in the following classes:
 - Electronic Publishing
 - Imaging Technology
 - Graphics and Design
 - Interactive Media
- ⌚ Tutored students to gain understanding and skill using the following software programs:
 - Macromedia Dreamweaver MX
 - Macromedia Flash MX
 - Adobe Acrobat Professional
 - Adobe Photoshop
 - Adobe ImageReady
 - Adobe Illustrator
 - LightWave

Computer Trainer

Facilities Management Dept., East Stroudsburg University, East Stroudsburg, PA Summer 2002

- ⌚ Proposed, organized and coordinated a 2-week Computer Training program in Microsoft Excel for senior staff

- ⌚ Prepared Training manuals in MS Word
- ⌚ Executed the actual training

Computer Trainer

MIS Department, Ghana Ports & Harbors Authority, Tema, Ghana (W/Africa) Summer 1997/98/99

- ⌚ Organized basic computer training for senior staff of GHAPOHA
- ⌚ Prepared Training Materials and Manuals in MS Word
- ⌚ Executed the actual training in MS Word '95 and MS Excel '95 and Introduction to Computers

Jr. Flash Developer

LuxorMedia, LLC January 2006 – June 2006

- ⌚ Worked with Design Team of 5 in Flash production phase of the development of Instructional Courseware used as Human Resource Training Modules for nursing homes and long-term care facilities
- ⌚ Edited audio files for use as audio tracks in Training Modules
- ⌚ Reproduced vector versions of rasterized images, screen shots and illustrations
- ⌚ Located, organized and centralized resources to be used in Courseware Development

OTHER WORK EXPERIENCE

Web Designer

[The Korle Bu Medical Center](#), Chicago completed October 2006

- ⌚ Designed website for new Medical Center in Chicago
- ⌚ HTML, JavaScript, CSS, Macromedia Dreamweaver and Flash 8, Adobe Photoshop CS

Web Designer

[Top Notch Credit Services](#), Florida

- ⌚ Conceptual artwork and site-structure laid out for Client Approval
- ⌚ SSL to be added for securing personal information to be captured on the site
- ⌚ Employed Adobe Photoshop, Image Ready, Macromedia Dreamweaver, JavaScript and CSS

Judge (Information-based web design category)

PA Regional High School Computer Fair March 2006

- ⌚ Served as judge with two other professionals to evaluate 18 web sites designed by high school students/contestants

Web Designer

[BernalVisualArt.com](#) February 2006

- ⌚ Designed HTML and Flash versions of new website for a visual artist, showcasing his art work
- ⌚ HTML, DHTML, CSS; no WYSIWYG editors

Graduate Assistant

Media Communication & Technology (MCOM) Dept, East Stroudsburg University, East Stroudsburg, PA Sept 2004 – May 2006

- ⌚ Designed promotional materials for Graduate School and MCOM Department at East Stroudsburg University (E.S.U.) using Adobe Illustrator CS.
- ⌚ Managed MCOM Department databases in MS Excel.

Graduate Assistant

Center for Enrollment Services, East Stroudsburg University, East Stroudsburg, PA Fall 2005

- ⌚ Update pertinent records, files and data on Center's website
- ⌚ Manage student files and records, electronically and manually

Graduate Assistant

Career Resources Center, East Stroudsburg University, East Stroudsburg, PA Aug 2004 – Aug 2005

- ⌚ Scheduled students and alumni for mock interviews, resume critiques and career counseling

- ⌚ Performed mock interviews and provided constructive criticism and feedback on interviewing techniques
- ⌚ Re-vamped the Center's bulletin board with new, eye-catching graphic themes and advertisements
- ⌚ Started a newsletter, "The Career Informer" that informs students, faculty and staff about job search techniques, faux-pas, career choice tips and general information concerning career planning.

Graduate Assistant

Academic Computing, East Stroudsburg University, East Stroudsburg, PA Sept 2001 – May 2003

- ⌚ Monitored computer labs across campus
- ⌚ Performed troubleshooting on printers and PCs in the computer labs on campus
- ⌚ Manned the Help Desk and provided courteous assistance to troubled callers
- ⌚ Guided students and faculty with activating and using ESU computer access accounts

VB 5.0 Programmer (contract)

S. A. G. Systems, Kumasi, Ghana August 2000 – November 2000

- ⌚ Developed pharmaceutical tracking and dispensing software with MS Access as relational database, with Crystal Reports, in Visual Basic 5.0 for major hospital in Ghana.

RELEVANT COURSE WORK

Programmatic Portfolio [Visit Portfolio Website](#)

In Partial Fulfillment of Master's Degree in Instructional Technology Spring 2006

Showcases samples from all courses taken in fulfillment of the degree requirements.

Also demonstrates my skills in:

- ⌚ HTML, DHTML, CSS, JavaScript
- ⌚ Photoshop for webpage layout design
- ⌚ Flash Animation for designing Website Intros
- ⌚ Content development for web sites
- ⌚ Important page to note: My 3yr Technology Plan. [Click here to view.](#)

Imaging Technology - PDF Course Portfolio

Final Project for Imaging Technology Course Fall 2005

Demonstrates skills in:

- ⌚ Adobe Illustrator, Photoshop and ImageReady
- ⌚ Lightwave 3D Modeling and Animation software

The Seven Seas Adventure - Interactive Educational Resource [The Seven Seas Adventure](#)

Personal Project for Interactive Media Course Spring 2005

Demonstrates skills in:

- ⌚ Macromedia Director MX and Lingo
- ⌚ Importing various graphics into the program to create appropriate aesthetic design, navigation and interactivity
- ⌚ Game conceptualization, design and development
- ⌚ Deploying the final product onto cross-platform CD-Rom and Internet through HTML

ChemiKaze - Educational Chemistry Game [Visit Project Website](#)

Project for Current Applications Course Fall 2005

Demonstrates skills in:

- ⌚ Conceptualizing, Planning and Development of an instructional tool in the form of a game
- ⌚ Appropriate targeting of an audience
- ⌚ Research - looking into PA Academic Standards and anchoring the main concepts of the game to the applicable standards
- ⌚ Macromedia Director MX and Lingo
- ⌚ Importing various graphics, and sound effects into the program
- ⌚ Character creation in Flash MX 2004 - animated main character for the game in Flash MX 2004

The Six Childhood Killer Diseases - PowerPoint Project [View Online Version](#)

Final Project for Imaging Technology Course Spring 2005

Demonstrates skills in:

- ⌚ Microsoft PowerPoint
- ⌚ Planning a 1-Day Human Resource Training experience
- ⌚ Devising instructional content appropriate for target audience and useful for application by target audience
- ⌚ Creating appropriate aesthetic design, navigation and interactivity
- ⌚ Diverse application of creativity in assessing learned material through a Quiz

Computerization of University Hospital Dispensary at K.N.U.S.T., Kumasi, Ghana

Final Project in partial fulfillment of Bachelor's degree in Computer Science Sept 1999 – Aug 2000

- ⌚ Computerized manual process, digitized paper records and developed relational database management system in MS Access, interfaced by a VB.5.0 GUI and Crystal Reports through Systems Analysis, Operations Research and Optimization techniques, as part of four-person team
- ⌚ Major Responsibility – VB programming and Data Flow Analysis, supervised final merging of all modules of the new system

PharmBASE: Database Management System for ESU's Health Center

Class Project, Database Management Systems, East Stroudsburg Univ., PA Spring 2002

- ⌚ Developed Relational Database Management System for University Health Center to manage patients' records and medicinal warehouse (team of 3) using MS Access
- ⌚ Major Responsibility – Systems Analysis and Development, Data Flow Analysis, and 2 tables in the new system, plus the Documentation thereof

EZ Track: Video Rental Store software

Class Project, Software Engineering, East Stroudsburg Univ., PA Fall 2001

- ⌚ Went through full software development life-cycle with documentation to develop a tracking system for a Video Rental Store in VB 6.0 and MS Access for backend relational database (team of 6)
- ⌚ Major Responsibility – GUI (screens for all modules), BackUp, Login and BackOffice Operations modules, Documentation and User Manual (my sections)

ORGANIZATIONS

Alpha Sigma Lambda Presidential Level Member

The National Society of Leadership and Success, ESU Chapter Sept 2005 - present

- ⌚ Invited to join Honorary Society as Presidential Level Member due to my Cumulative GPA being higher than 3.3

ACHIEVEMENTS

ESU Student Achievement Award February 2006

In recognition of valuable contributions to African American Student Alliance of ESU
East Stroudsburg University of Pennsylvania

Editor-in-Chief Sept 1998 – May 2000

Computer Science Department

Kwame Nkrumah University of Science and Technology, Kumasi, Ghana

Editor-in-Chief Sept 1999 – May 2000

Science Faculty

Kwame Nkrumah University of Science and Technology, Kumasi, Ghana