

BRUCE E RICHARDS

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DESIRED POSITION As an e-Learning Specialist and Instructional Designer

CAREER OBJECTS

My career objective is to be a competent leader in the field of instructional technology that leads by example through;

- Using technology for the successful development and implementation of learning,
- Being able to focus on deliverables (time, resources, content, and return on investment),
- Providing applicable training solutions to challenges and problems within operations, and
- Enabling collaboration for learning that will lead to a strong transfer of knowledge for all stakeholders.

WORK HISTORY

01/2011 – Present

Instructional Designer

Faculty Center for Teaching and Learning – Missouri State University, Springfield, MO

Instructional Designer for the center. Works closely with faculty to develop pedagogically effective distance learning and face-to-face methodologies. In collaboration with faculty and the other Instructional Designers manages the production, design, and operational responsibilities of course materials and learning activities presented through online and blended modalities which includes face-to-face interactions and the integration of face-to-face learning content into blended courses in a pedagogical manner.

08/2006 – 01/2011

Research & Instructional Design Coordinator,

Office of Sponsored Research and Programs – Missouri State University, Springfield, MO

Lead instructional designer and web developer for the department. Develop Compliance curricula soft-skills, and web-based training modules. Support the department's computer & technology infrastructure.

- Streamlined the department website using strong web and accessibility standards leading to increased visibility and awareness of the functions of sponsored research and programs
- Used multiple authoring tools in the development and design of interactive learning modules
- Instituted various web forms and databases for strong search capability and research needs for researchers
- Developed online and classroom curriculum materials for compliance and research training needs
- Used assessment and evaluation tools for course design and user learning experience
- Managed the search of external funding opportunities for successful development of proposals
- Managed the successful development and deployment of compliance and research materials leading to the training of over 3,600 learners.
- Provided and implemented hardware, SQL database, and software support for the sponsored research department leading to greater access to an integrated training and production server system
- Contributed to the department's newsletter and blog as Editor, delivering sponsored programs information that is timely, accurate, and relevant

06/2004 – 07/2006

Graduate Assistant – Training Coordinator

Office of Sponsored Research and Programs, Missouri State University, Springfield, MO

Lead person for the development of the department web site and instructional program for research and sponsored programs. Developed compliance curricula and web-based training modules. Administered the department's computer systems and infrastructure.

- Administered all website development needs for the department
- Administered the department's database needs for the management of externally funded projects
- Managed conversion of compliance and research materials to the department website
- Provided hardware and software support for the department
- Used storyboarding techniques, developed multimedia and online learning content, and visual concepts for the creation of Human subjects, Animal subjects and Biosafety compliance programs
- Member of the Academic Integrity Committee providing guidance on ethical conduct
- Supported the future development needs of the web-based Grants Management system

- 02/2002 – 12/2003 Computer Instructor (Volunteer),**
 First Assembly of God, Continuing Education, Griffin, GA, Instructor for Adult Educational classes.
- Developed course curriculum for MS Word, Excel, PowerPoint, Access, Internet Explorer, Outlook, Internet-related classes, and
 - Lead instructor of computer educational classes supporting the training of over 45 adult learners
- 07/2002 – 09/2002 Software instructor and database support (Volunteer),**
Athens Regional Medical Hospital and Athens Regional Library, Athens, GA
 Provided assistance with data processing and user support AS/400 and Windows Server
- Developed course curriculum for MS Word, Excel, PowerPoint, Access, Internet Explorer, Outlook, Internet-related classes
 - Provided database support and data entry on AS/400 server
 - Lead instructor of computer educational classes supporting the training for over 75 adult learners
- 08/1992 – 09/2000 Texaco Caribbean Inc., Information Technology Department, Kingston, Jamaica**
 Supervisor, I.T. Department
- Managed project plan and successfully implemented the Compliance/Disaster Recovery Information Technology projects that were on time, within budgets, with strong return on investments
 - Developed and implemented hardware and software system training courses for over 120 learners
 - Developed and administered systems including AS/400, Business Enterprise Software, Internet, and Intranet, LAN, WAN, Windows systems and Cisco Routers
 - Applied instructional design strategies for strong course design strategies and development process
 - Developed training materials for the AS/400 and the Accounting Module (BPCS) that strengthened the productivity of employees within the accounting and operations department.
 - Performed needs assessments and gap analyses for each department to determine appropriate ERP-related course content that lead to a more stream-lined process of implementing the system
 - Managed the successful installation and support of Point-of-Sale system at all 15 Company-run service stations within accepted deadlines and within budget
 - Installation and maintenance of in-house Customer Lubricant software system that supported the work of the petroleum engineer
 - Provided analysis and statistical reporting for marketing department that strengthened their ability to gauge the needs of the market, based on product delivery and sales.

SELECTED ACCOMPLISHMENTS

- Presenter at the Chicago Lectora User Group meeting, on the topic, "Implementing JavaScript into Lectora for an interactive experience" - Spring 2009
- Developed and implemented a university-wide plagiarism compliance training course, Spring 2009.
- Development of online compliance modules used by all researchers within the University.
- Presenter at the Helix Conference for Higher Education, March 2009, on the topic, "Developing Export Control e-Learning for Researchers".
- Implemented Moodle Learning Management System for internal course development, and training
- Presentation of poster at the HigherEdWeb Conference, November 2008 on the topic, "Negotiating the Compliance Maze: Developing Export Control e-Learning for Researchers".
- Southwest Education and Technology Conference Presenter on various Instructional Development topics, Spring 2006, Spring 2008 and Spring 2009
- Participant, Meeting on "Technology and its Role in Training" (meshing communication and technology to train); American Society for Training and Development (ASTD), Fall 2006
- Member, Springfield Missouri Chapter, American Society for Training and Development (ASTD), Fall 2006
- Presented paper on "Web-based multimedia course on Health Insurance, Portability, and Accountability Act (HIPAA)" for final project with accompanying paper, Fall 2005
- Southwest Education and Technology Conference Presenter on "How to use authoring software to create custom multimedia courses," Spring 2005
- Member of Missouri State University Academic Integrity Council, 2004 – 05
- Member of Missouri State University Web Developer User Group, 2004 – present

- Member, Committee to select a Learning Management System for the Human Resource Department, Missouri State University, 2005
- Member, Student Advisory Council, College of Education, Missouri State University, Fall 2005
- Participant, Conference on “Creating an educational community”, Academic Development Center, Missouri State University, Spring 2005
- Finalist, Best Graduate Assistant, Graduate Interdisciplinary Forum, Missouri State University, 2004
- Member, Association of Educational Communications and Technology (AECT), Missouri State University, Fall 2005 – present
- Developed recruitment video for Ozark Technical College, Summer 2005
- Created Resource Software group to assist in training and system support across all departments, Texaco Caribbean Inc. 1998 – 2000
- Master Instructor for Microsoft Office Software and BPCS Financial Enterprise software system, Texaco Caribbean Inc. 1999 - 2000
- Participant, Review of Standards on the AS/400 Server, PC/Server Networks and Year 2000 compliance for Texaco LA/WA group, 1999 – 2000
- Member, Project Management Institute (PMI), 1998 – 2001
- Consultant to the headquarters relocation and system change-over for Texaco Caribbean Inc. Nov. 2000
- Completed Certificate in Project Management, Dec. 1999

EDUCATION

Master of Science Degree in Instructional Media Technology
Missouri State University, Springfield, MO, 2005

Master of Business Administration Degree
Nova Southeastern University, Ft. Lauderdale, Florida, 1997

Bachelor of Science Degree in Mathematics and Electronic Physics
University of the West Indies, Mona, Jamaica, W.I., 1992

ADDITIONAL EXPERIENCE AND TRAINING

- Instructional Design/Technology, Content Development and Curriculum Design
- Experienced in all phases of the instructional design process (ADDIE) & Professional Technical Writing
- Adobe eLearning Suite (Captivate, Flash, Dreamweaver, Photoshop, Presenter, Soundbooth)
- Knowledge of SCORM/AICC Standards
- Lectora Professional Publishing Suite (ver. 9.3)
- Microsoft Office 2007 Suite software
- Articulate Suite software, Camtasia and Snagit software, Media Semantics Avatar builder
- Multimedia production (Adobe Premiere Pro, Photoshop, Fireworks, and Visual Communicator)
- Final Cut Pro 5.0 Video Productions and DVD Conversion,
- Needs Analysis, Performance Evaluation, Assessment Instrument design (surveys, questionnaires)
- Knowledge of Blackboard, Centra, & Moodle Learning Management Systems (LMS)
- Experience in implementing accessibility, usability, and functionality testing methods
- Experience in developing simulation and soft-skills training using multiple authoring software
- Experience in HTML, XML, CSS, JavaScript, jQuery, ASP, Actionscript, and other web technologies
- Project Management (Course needs, development, implementation, evaluation, assessment)
- Use of storyboarding and script-writing in the development and design of course materials
- Computer and Web-based training and instruction
- Blended training experience (classroom and online);
- Strong business and organizational skills
- PC, Server, and AS/400 System and Administrator training