BRUCE E RICHARDS
Charlotte, NC 28223
Website: *http://brucerichards.net*

DESIRED POSITION   As an Academic Leader and Senior Instructional Technologist

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CAREER OBJECTS

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

- Implementing instructional technology for the successful development and delivery of learning,
- Focusing on deliverables (time, resources, content, and return on investment),
- Providing applicable pedagogical solutions to challenges and problems, and
- Supporting collaboration for learning towards transfer of knowledge for all stakeholders.

WORK HISTORY

05/2016 – Present   **Senior Instructional Technologist**

Center for Teaching and Learning (CTL) – University of North Carolina at Charlotte, Charlotte, NC
Primary responsibility is designing, developing, implementing, and evaluating key instructional programs and projects for colleges, departments, faculty, and instructional staff. Position is in the Center for Teaching and Learning (CTL).

- Leverage educational technologies in support of instructional goals
- Researching and advocating best practices with the learning management system
- Administer and support professional development workshops on instructional methodologies
- Support active learning initiatives in teaching
- Lead assessment and outcomes initiatives
- Support BYOD initiative for Student Response Systems for university academic units
- Application of instructional strategies and pedagogical methodologies
- Course redesign and development initiatives utilizing Quality Matters Rubric

08/2013 – 05/2016   **Instructional Technologist**

Academic Technology (CHHS) – University of North Carolina at Charlotte, Charlotte, NC
Work closely with College of Health and Human Services (CHHS) faculty to review the effectiveness of various technologies to support or enhance accepted pedagogy.

- Leverage various technologies in support of instructional goals
- Develop and present instructional workshops for both CHHS and university audiences
- Supported faculty in the intentional use of "Bring Your Own Device" methodology in teaching
- Instructional advisor for CHHS supporting inter-departmental teaching and learning projects
- Engaged in student learning and success initiatives
- Course development initiative utilizing Quality Matters rubric across the campus.

01/2011 – 07/2013   **Instructional Designer**

Faculty Center for Teaching and Learning – Missouri State University, Springfield, MO
Work closely with faculty to develop pedagogically effective distance learning and face-to-face methodologies.

- Facilitated consultation with faculty in the design and operational responsibilities of course materials and learning activities.
- Research-oriented projects: Title III Strengthening Institutions, Large Class Course Redesign – Psychology department
- Presented through online and blended modalities the integration of face-to-face learning content into blended courses with strong pedagogical practices.
- Lead the use of Quality Matters rubric in the development of courses across the campus.
- Faculty Professional Development (Online course for faculty, Peer review, Quality Matters)

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

02/2003 – 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
- 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

- Co-Presenter at UNC Cause 2015 conference on the topic, "Lessons Learned, Tried and Proven: Fostering Quality Matters @ UNC Charlotte" – Fall 2015
- Presented paper (virtual) at the 7th International Conference on Education and New Learning Technologies. B. Wood, T. Moore-Harrison, T. Turner, M. Moore, B. Richards (2015) Technology and Kinesiology Education: BYOD in Large Courses, *EDULEARN15 Proceedings*, pp. 7199-7205.
- Co-Presenter at UNC Cause 2014 conference on the topic, "Days of Future Present: BYOD in Kinesiology Large Courses" – Fall 2014
- Co-Presenter at the FCTL 27th Showcase, on the topic, "Blended Format in Multi-Instructor, Activity-Based, Technology-Based and Manipulative-Based Courses" – Fall 2012
- Presenter at the FCTL 26th Showcase, on the topics, "There's More to Google Earth than Just Finding Your House" and "Introduction to Creating ePortfolios" – Fall 2011
- 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 online plagiarism compliance training course, Spring 2009.
- 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, Committee to select a Learning Management System for the Human Resource Department, Missouri State University, 2005
- Participant, Conference on "Creating an educational community", Academic Development Center, Missouri State University, Spring 2005
- Member, Association of Educational Communications and Technology (AECT), Missouri State University, Fall 2005 – present
- 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

EDUCATION   Doctor of Education, Educational Leadership and Policy Analysis
University of Missouri at Columbia, Columbia, MO 2014

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 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)
- Completed the Applying the QM Rubric (APPQMR) course
- Articulate Suite software, Articulate Storyline, Camtasia and Snagit software, Media Semantics Avatar builder, Softchalk application, Microsoft Office 2010 Productivity software
- 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 (Assessment, design, development, implementation, and evaluation)
- 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