

Charles Eddins

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Related Experience

Berkeley College Online

Clifton, NJ
7/13-present

Instructional Designer for Larry L. Luing School of Business

- Reply to online faculty members e-mails regarding instructional designs matters
- Organize team calendar for appointments, events, and meetings
- Respond, troubleshoot, and resolve tickets sent from online faculty members regarding technical matters
- Produce monthly status reports for department director
- Develop and implement webinars for online faculty members
- Develop and implement specific topic workshops for online faculty members
- Build learning objects that are used as tools for online courses
- Assist and advise online faculty members in new course developments
- Review online courses in preparation for upcoming semesters
- Participate in events that involves online faculty members
- Design and develop learning tools with faculty for supplemental support
- Design and develop workshops for corporate and nonprfoit audiences
- Edit coding language to display content in specific online courses & workshops

e-Learning for Kids

Jersey City, NJ
4/13-present

eLearning Expert (Volunteer)

- Develop and design content on storyboards that focuses on specific subject matters that is used to deliver e-Learning courses for children worldwide
- Select specific instructional strategies to help ensure teaching methods are correctly applied to meet the learning objectives
- Decide on different forms of multimedia to support the learning & teaching
- Consulting with team members on various curriculums matters that can be utilized in different e-Learning courses

ASA College

Brooklyn, NY
6/12-3/13

eLearning Developer & Trainer

- Assist associate director of distance learning & coordinator with training faculty members in the LMS
- Conduct need assessments for elearning development
- Create storyboards for elearning content
- Develop and transfer curriculum and information to build instructional guides within the LMS
- Provide strategic advice to associate director of distance learning in designing traditional courses into online courses
- Lead contact for faculty in Core Competencies division to assist in developing online segment for blended learning
- Provide technical support to faculty on LMS issues

DeVry College of New York

New York, NY
2/12-3/12

eLearning Developer (Volunteer)

Course: Freshmen Orientation

- Built an online orientation seminar that emulated the traditional setting
- Created activities geared towards training incoming students on LMS
- Designed curriculum where the focal point led incoming students into a college level course
- Built various multimedia tools to give the course a technological advantage for scaffolding and teaching

DeVry University Online

Jersey City, NJ
10/11-1/12

Subject Matter Expert/Curriculum Developer

Course: Perspective of Technology

- Demonstrate expertise to support the university's mission and tactical direction for building a course
- Develop technology-based curriculum for a blended and online learning environment
- Design activities, exams, and homework assignments to measure students' progression
- Advise instructional designer to implement various multimedia to deliver instructional strategies
- Communicated as an active member of the course building team

**Cortiva Education
Massage Therapy Schools**

Hoboken, NJ
04/09-12/11

Instructional Designer/Director of Online Learning

- Constructed online courses through the use of storyboards
- Managed Learning Management System for all 11 campuses nationwide
- Provided expertise to improve online classes as well as methods to transform traditional courses into online learning
- Consulted SME on designing instructional strategies for online courses
- Lead person to negotiate and consume instructional materials from vendors to assist with delivering online classes
- Supervised online facilitators
- Design and Implement training material for educational purposes for all staff throughout the 11 campuses

Education Master of Arts, Instructional Design, American Intercontinental University, Hoffman Estates, IL 7/2005
BA in Finance, New England College, Henniker, NH 5/2003

Continuing Education Worldwide Instructional Design System Conference, Madison, WI, April 9-11, 2007

Skills

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|--------------------|--------------|------------------|---------------|
| ▪ Microsoft Office | ▪ E-College | ▪ Adobe Software | ▪ GoToMeeting |
| ▪ Web CT | ▪ Blackboard | ▪ Moodle | ▪ CampusVue |
| ▪ Lectora | ▪ Camtasia | ▪ Facebook | ▪ Twitter |
| ▪ Join.me | ▪ EyeJot | ▪ WebEX | ▪ Articulate |
| ▪ Audacity | ▪ Schoology | | |

Affiliations

- Member of the New York & New York City Metro Distance Learning Association
- Board Member of Parc Harrison Condo Association, Position: President

Awards

- 1st Annual Dr. Martin Luther King Jr. Service Award, January 2010
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