

Charles L. Eddins

Pbm1430@yahoo.com or cleidwork@gmail.com

Cleidwork.yolasite.com

Cell: 212-203-8580 Office: 201-743-8167
2475 W.16th St. Apt 17H Brooklyn, NY 11214

Related Experience

Berkeley College, Paramus, NJ
Senior Instructional Designer, 07/2013-Present

1. Reply to online faculty members e-mails regarding all instructional design concerns and questions
2. Organize team calendar for appointments, events, and meetings
3. Respond, troubleshoot, and resolve tickets sent from online faculty members regarding technical matters
4. Design, develop, and present webinars for online faculty members
5. Design, develop, and faculty workshops on specific topics for online faculty members
6. Design, develop, and deliver workshops for corporate and non-profit audiences
7. Edit coding language to display content in specific online courses and workshops
8. Assess and create various multimedia pieces using various applications and software
9. Collaborate with team members to create video recording schedule
10. Assist and advise online faculty members on new course developments
11. Support Instructional Technologist in recording academic style videos
12. Assist Instructional Technologist with post-production work of videos
13. Review online course in preparation for upcoming semesters
14. Participate in events that involves online faculty members
15. Lead instructional designer on projects with departments within the college
16. Revise and edit language on memos, documents, and presentations for the director of the department

Synergis Education, Mesa, AZ
Contract Instructional Designer, 03/2018-Present

1. Pair with SME to conceptualize and design a course from start to finish
2. Assist SME in creating course and unit-level objectives
3. A liaison between other departments assisting in the course development process and SME
4. Discuss with SME on multimedia needed for the course
5. Develop the necessary documents that will be used for the course
6. Implement project management skills to ensure course is designed on time

ASA College, Brooklyn, NY
eLearning Developer & Trainer, 06/2012-03/2013

1. Assist director of distance learning and distance learning coordinator with training faculty members on LMS
2. Conduct need assessments for eLearning development
3. Create storyboards for eLearning content
4. Develop and transfer curriculum to create instructional guides within the LMS

5. Provide strategic advice to director in converting onsite courses into online courses
6. Lead contact for School of Core Competencies for LMS
7. Provide technical support to faculty using LMS

DeVry University, Jersey City, NJ
Subject Matter Expert, 10/2011-01/2012
Course: Perspectives of Technology

1. Develop unit learning objectives
2. Demonstrate expertise in subject matter to support the mission and tactical direction for building a course within the institution's guidelines
3. Develop technology-based curriculum for blended and online learning environments
4. Develop activities, assessments, exams, and homework activities to measure students' progressions
5. Advise instructional designer on multimedia pieces

Cortiva Education: Massage Therapy Schools, Hoboken, NJ
Instructional Designer/Director of Online Learning/Academic Affairs Manager, 04/2009-12/2011

Instructional Designer & Director of Online Learning Role

1. Manage online learning platform for all 11 campuses nationwide
2. Construct online courses using storyboards
3. Provide expertise to improve online classes as well as methods to transform traditional courses into online learning
4. Suggest instructional learning activities
5. Communicate with vendors for utilization of online resources
6. Supervise online facilitators
7. Administer outside LMS for faculty continuing education
8. Design and Implement training material for educational purposes

Volunteer Professional Experience

DeVry College of New York, New York, NY
Course Developer, 02/2012-03/2012
Course: Freshman Orientation Online

1. Emulate traditional orientation through building an online segment
2. Created activities geared towards training incoming students on LMS
3. Design curriculum where the focal point leads incoming students into a college level course
4. Built various multimedia pieces to give the course a technological advantage for scaffolding and teaching

e-Learning for Kids, Home
eLearning Expert, 04/2013-Present

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

Skills and Technology Experience

1. Microsoft Office
2. Web CT
3. Lectora
4. Join.me
5. Audacity
6. E-College
7. Blackboard
8. Camtasia
9. EyeJot
10. Schoology
11. Adobe Software
12. Moodle
13. Social Media Platforms
14. WebEX
15. GoToMeeting
16. CampusVue
17. Articulate
18. Zoom
19. ProctorU
20. Canvas

Education

1. Master of Education, Instructional Design, American Intercontinental University, Hoffman Estates, IL 7/2005
2. Bachelor of Art in Business Administration - Concentration in Finance - Minor in History, New England College, Henniker, NH, 5/2003

Professional Affiliations

1. Quality Matters Peer Reviewer 2013-Present (Pursuing Master Reviewer Status)
2. Board Member, Emerging Learning Design Conference 2017-Present
3. Community Group Leader (Diversity in IT), Educause 2018-Present
4. Berkeley College Leadership Program, Class of 2017, Graduated 11/2017 An internal program designed to develop leadership qualities in candidates having potential growth within the institution.
5. Berkeley College Presidents' Award Winner, Winter 2019