
Kara J. Lee

Atlanta, GA 30311

(919) 440-0501

karalee58@gmail.com

Online Portfolio: karajleetechnsite.weebly.com

SKILLS

Blackboard Administrator, MS Office Suite, Google Classroom, Camtasia, Blackboard, Technical Writing, Softchalk, MAC OS, Web Editing, Interactive Learning, LMS Administration, Technology Facilitator, Technology Trainer, Help Desk Operator, Web 2.0 Tools, Virtual Instructor, Brightspace, Developing and Executing Training Tutorials, Web-Based learning, eLearning, Self-paced learning modules, Written and Verbal Communication Skills, Management, Leadership, Brightspace, Course Development

EDUCATION

University of North Carolina Wilmington - *Master's of Science in Instructional Technology*

AUGUST 2007 - DECEMBER 2009

University of North Carolina Wilmington - *Bachelor's of Science in Social Work*

AUGUST 2004 - July 2006

Professional Licenses - NC Department of Public Instruction 077 - Instructional Technology Specialist

Georgia Professional Standards Commission - Instructional Technology Specialist

EXPERIENCE

Atlanta Technical College - *Online Learning Coordinator*

MARCH 2016 - PRESENT

- Blackboard Administrator and Point of Contact
- Developing and facilitating face to face and virtual training for faculty
- Consulting with faculty and leadership to build and facilitate successful online courses
- Creating master course shells
- Adding, resetting blackboard accounts for faculty and students
- Training faculty to input grades into Banner
- Troubleshooting/Assisting with technical issues

- Responding to all online support help desk requests
- Attending weekly virtual meetings with TCSG
- Member of First Year Experience course creation committee
- Attending Blackboard integration meetings with Department Chairs
- Assisting with re-design of online course evaluation tool
- Conducting quarterly course evaluations
- Creating video tutorials/handouts for students and faculty
- Adding instructional videos to the college youtube channel
- Developing and updating organizations in Blackboard (Faculty Learning Community & Student Learning Community)
- Uploading course cartridges from various 3rd party vendors (SNAP, Cengage, McGraw Hill)
- President of the Strategic Impact Professional Development Committee
- Uploading test banks from ExamView

Atlanta Technical College, Atlanta, GA - Adjunct Faculty

AUGUST 2016 - JANUARY 2022 (contracts as assigned)

- Teaching Interpersonal Relations Online
- Teaching First Year Experience Online
- Using the Blackboard retention center to retain students who are at risk of failing
- Entering final grades into banner
- Maintaining attendance
- Grading course work and updating grades in the Blackboard gradebook
- Setting up virtual meetings with students as needed

National University, San Diego California - Adjunct Faculty

MAY 2021 - DECEMBER 2022 (contracts as assigned)

Teaching Online - Master of Science in Designing Instructional and Educational Technology Program

- Teaching Master's Level Students
- Consulting with students via Brightspace LMS & WebEx
- Grading Student Assignments
- Entering final grades into the SIS system
- Creating welcome video for students
- Completing faculty training as assigned
- Creating & Editing Assignments
- Courses taught include: Technology and Leadership, Media Based Learning Objects, Intro to Instructional Design, Education Theory and Technology

Dekalb Academy of Technology & Environment, Stone Mountain, GA - Technology Teacher & Facilitator

AUGUST 2014 - JULY 2015

- Technology Teacher grades K-5
- Instructional Technology Facilitator grades 5-8
- Assisting teachers with technology integration based on GA Technology Standards
- Entering grades into Infinite Campus
- Administrator of Google Suites
- Responding to help desk tickets
- Hall Duty/Lunch Duty
- Facilitating teacher workshops

United Parcel Services, Alpharetta, GA - Technical Writer (Contract)

JANUARY 2013 - JUNE 2013

- Completed a technical writing contract at UPS in Alpharetta, GA
- Contract consisted of creating an Instructional Manual for a new software the company was implementing
- Final project deliverable yielded a 320 page manual
- Software tools used included: MS Word, MS Powerpoint, & MS Excel
- Attending weekly milestone meetings with supervisor until the project was fully completed

Duplin County Schools, North Carolina - Lead Instructional Technology Facilitator

JANUARY 2010 - AUGUST 2012

- Maintaining district website, LMS and teacher web accounts
- Training school webmasters to maintain individual school web pages
- Proofreading, evaluating school and teacher webpages, determining criteria for acceptable teacher and school web pages
- Uploading videos, PDF Documents and Calendars to district website
- Overseeing the "contact us" account and responding to e-mails and/or forwarding e-mails to appropriate parties
- Taking/editing/uploading photos for website as needed
- Posting increment weather and school closing alerts
- Uploading minutes from school board meetings and sending out community alerts for meetings
- Facilitating technology trainings for teachers to effectively use and implement Smartboard Response systems in their classroom
- Developing schedules for training, maintaining the district professional development calendar and overseeing the registration process
- Processing professional development paperwork and submitting documentation for CEU credits

-
- Assisted with decision-making in planning for advancements in technology and education
 - Consulting with administrative faculty, and conducting research on aligning current and future technology with North Carolina School standards
 - Visiting schools and assisting with troubleshooting technology-related issues as needed
 - Implementing Apple iPod touch program, setting up iPod touches, managing iPod carts, selecting educational applications, developing/facilitating professional development iPod Training for educators for both face to face and online
 - Develop/Facilitate Microsoft Excel training and Smart Response Training
 - Develop/Facilitate Web 2.0
 - Google Tools workshop
 - G-mail, Develop/Facilitate Smart Table Training
 - Converted courses to be delivered as online instruction through the district LMS "Schoolwires" and facilitated online courses for teachers
 - Developed and facilitated iPad2 training for Principals and Assistant principals within DCS school district
 - Developing a method for Digital Submission of Teacher Lesson plans using the iPad2 and training school principals to integrate this plan into their school
 - Working in classrooms with children as needed to train them to use technology (i.e- laptop orientations/iPod Activities with students)
 - Delivering technology related speeches at School Staff meetings
Developed/facilitated the beginning teacher's technology trainings at the beginning of each school year