



## Jennifer Brittingham, M.Ed., MLIS

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### Objective

A lifetime student, I pride myself on being a creative individual with a broad range of skills and talents. I have education spanning the areas of business, education, programming, technology and informational sciences. I have experience as an instructor, designer, developer and manager. I am a natural leader but easily integrates into a team. I excel under pressure and have been able to competently deliver quality materials within my deadlines. I enjoy the challenge of creating something stunning, functional and sometimes complex. I am seeking a home with a company that will utilize my skills and support and encourage me in building more.

### Skills

- **Basic Accounting & Bookkeeping**
- **Microsoft Office Programs (ie. Excel, Word, Access, etc.)**
- **Basic Web Development (HTML, Dreamweaver, Flash, Photoshop, Joomla, Wordpress)**
- **Graphic Design (Photoshop, Fireworks, Flash, Microsoft Publisher)**
- **Basic Software Development (Java, Flash, C++)**
- **Operations & Project Management**
- **Database Administration & Development**
- **Internet & Creative Marketing/Advertising**
- **Ecommerce & eBay**
- **Course Development & Lesson Planning**
- **Course Development Programs (ie. Captivate, CourseLab, Authorware, Storyline)**
- **Learning Management Systems (Moodle, Camillo)**
- **Video/Audio creation and editing (Adobe Premiere and Encore)**
- **IRB certified**
- **Research planning and development**
- **Archival organization and management**
- **Health Information Management**

### Education

#### **American College of Education**

October 2018 - Present

- Ed.D in Instructional Technology
- Focus in Adult and Continuing Education

#### **University of South Florida**

January 2013 – May 2014

- M Library and Information Science
- Focused in Information Science and Data Organization

August 2010 – May 2012

- M Ed in Instructional Technology
- Part of a research team for the iMapBook project currently in design
- Focused on development and gamification in learning

#### **St. Petersburg College**

August 2006 - May 2010

- BAS in Technology Management
- 3.479 cumulative GPA (President's Honor List Spring 2008, Fall 2009, Spring 2010)

## Experience

### **Adjunct Professor University of the People**

January 2020 - Present

I am currently an adjunct professor instructing 1-3 classes per term of approximately 40 students each. For this course, I maintain course materials, grade assignments, provide additional instruction, and provide guidance to students each week. I participate in weekly discussions with each class and faculty meetings as required. All courses are asynchronous and conducted online through the Moodle LMS platform.

### **Instructional Developer & Corporate Trainer John J. Jerue Companies, Inc.**

July 2017 – November 2019

As the instructional designer, developer, and trainer, I am responsible for assessing the needs of the branches and designing, developing, and facilitating all instructional materials for the company's proprietary in-house software applications. I have direct control over all instructional websites, manuals, and products and implement training as necessary over all of the company's branches nationwide. Training has been implemented both as face-to-face and distance-online via various modalities. Development tasks have included technical content writing, graphic design, video production, audio production, web design, Wordpress administration, etc.

### **General Manager Liberty Tax of Winter Haven**

December 2016 – June 2017

As the general manager of two tax locations, I utilized many different aspects of my background and education. I was responsible for up to 30 employees at a time, assigning and coordinating schedules, training, payroll, financial reports, daily operations, marketing, hiring and customer service. I was solely responsible for managing many different areas of the business and making sure that the daily needs of the clients and employees were all met in a timely and satisfactory order.

### **Small Business Owner/Operator The Broken Boxes**

August 2015 – January 2017

As a small business owner and operator, I was involved in all aspects of owning and operating an online discount retail store. I was in charge of bookkeeping, marketing, customer service, product processing, order fulfillment, web design and developing, content creation, warehouse operation and employee management.

### **Instructional Designer Aptima Inc. – Cubic Simulation Systems Division**

October 2014 – June 2015

As an instructional designer, I was involved in designing and development of the new virtual reality training solution for the DoD. A mix of Microsoft Office products and proprietary software was used in this project, as well as programming languages such as HTML5. Interoffice communication includes extensive use of Word, Excel, Outlook and JIRA. My duties included the building of lessons, communicating with SMEs, performing lead/QI reviews, and helping to communicate current standards to other ISDs.

### **Instructional Designer Hudson Global Inc. - Carley Corporation**

August 2013 – April 2014

As an instructional designer, I was involved in designing and development of instructional computer based training programs for the Dept of Defense. I use a combination of various authoring programs including Flash, Captivate and Authorware. Interoffice communication includes extensive use of Word, Excel, Outlook and Sharepoint. Due to client needs, handling of sensitive materials is necessary. Attention to standards and governmental policies is high priority.

