

Carie M. Whitehead

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Professional Experience

- 2017– Present **Instructional Designer and Developer**
(contract, eLearning Developer, Technical Leader, then Sr. Technical Leader)
[EPRI](#), [Electric Power Research Institute \(EPRI\)](#)
- Designed and Developed on demand courses for internal and external learners
 - Managed the ADDIE process for 15-20 self-paced learning projects each year
 - Project Managed 15-20 projects per year
 - Developed all branding and templates in Storyline, Presenter, Rise, and Captivate
 - Developed and maintained guidance for vendors
 - Managed a project to convert over 100 courses from downloadable delivery in Flash to streaming delivery via a Learning Management System
 - Lead a team of contract and student Instructional Developers
 - Partnered with Subject Matter Experts (SMEs) to design and develop new web based instruction
 - Contracted and managed relationships with Instructional Design /Development and voice talent vendors
 - Implemented a new Learning Management System with complex access needs and eCommerce capabilities

- 2013 - 2017 **Instructional Developer**
eLearning, [Central Piedmont Community College](#)
- Designed and developed professional development courses for all modalities; computer-based instruction (CBI), web-based instruction (WBI), instructor-led training (ILT), and blended instruction
 - Implemented the complete ADDIE process in designing, developing, and delivering content
 - Managed projects to redesign classroom courses for on-line and blended delivery
 - Administered Blackboard and Moodle Learning Management Systems
 - Guided subject-matter experts (SME) in developing learning objectives, aligning instruction to those objectives, and creating assessments

EDUCATION

M.Ed. Instructional Design & Technology
University of North Dakota
Coursework completed

B.S. Elementary & Special Education
Syracuse University

SOFTWARE & SKILLS

ADDIE and other instructional design models
Adult Learning Theories
Cognitive Science of Learning
Articulate 360
Adobe Captivate
SCORM, AICC, xAPI
Adobe Creative Cloud
Camtasia and SnagIt
Vyond and Descript
Project Management
Web & Graphic Design
Learning Management System Administration
Web Conferencing
Audio and Video Editing
Aligning Learning Objectives and Assessments
ADA and Section 508 Compliance

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ORGANIZATIONS & LEADERSHIP

VP Education, Toastmasters

Member and Conference Presenter, The Learning Guild

Member, Association for Talent Development

Member DE&I Council, EPRI

College Senator, CPCC

Co-Organizer & Presenter, NC3ADL Workshop

President, Backstage Bulls Theater Booster Club

Lead Advisor, Delta Phi Epsilon at Johnson & Wales University Charlotte

Trainer, Leader, & Volunteer, Girl Scouts USA

PROJECTS & PRESENTATIONS

I invite you to visit my professional portfolio to view samples of my work.

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2011 - **Instructor, Academic Advisor, Program Developer**
2013 [College & Career Readiness, Central Piedmont Community College](#)

- Planned, developed, and implemented curriculum for a new course that served 1600 students during its pilot
- Taught multiple on-line and classroom based community college courses
- Coordinated all aspects of a set of courses including; recruiting, hiring and supervising a team of instructors, designing course schedules, and teaching

2005 - **Academic Advisor / Student Services Specialist**
2011 [University of North Carolina Charlotte](#)

- Designed and developed departmental media and advertisements for print and web
- Advised students on academic requirements
- Developed curriculum maps for multiple majors and academic pathways

2004 **Clinician (Instructor)**
[Lindamood-Bell Learning Processes](#)

- Delivered reading and math remediation using the Lindamood-Bell instructional processes

2000 - **Application Training Specialist**
2004 [Penton Media Inc. / Duke Publishing](#)

- Designed and developed the company's first on-line new employee orientation
- Created and delivered employee training on company policies and software applications

1998 - **Training, Technical Support, and Testing Manager**
2000 [Tpresence, Inc. / VR Telecom](#)

- Created, hired, implemented, and managed Product Testing, Technical Support, and Training teams
- Led process improvement and quality assurance projects involving collaboration on multi-disciplined teams

1995 - **Training Specialist / Site Support Specialist**
1998 [Sarcom / PSG](#)

- Created and delivered classroom training to major corporations across the US