

Helen Ruth Graves

Santa Rosa, CA • (707) 595-5797 • hgraves@cccconlineed.org
linkedin.com/in/HelenRGraves

An education professional with over 25 years experience, ranging from classroom teacher to instructional designer, my passion is making learning engaging and accessible to audiences as diverse as the casual student or the PhD-bound scholar. I thrive in a mix of varied tasks that involve designing content, finding creative learning solutions and acquiring new skills. I'm eager to contribute my pedagogical, interpersonal, communication and organizational skills in support of faculty and student success.

EDUCATION

University of California, Irvine Extension
E-Learning Instructional Design Graduate Certificate

California State University, Fullerton
Multiple Subject Teaching Credential

University of California, Santa Cruz
Bachelor of Arts, Environmental Studies/American History, with honors

KEY QUALIFICATIONS

- Passionate about creating effective online learning that allows students to succeed and grow
- Ability to analyze situation, identify challenge and determine effective remedy
- Strong oral and written communication skills
- Stay current with advances in educational technology, online instructional methods and brain science
- Adept at working independently while maintaining connection to team/project goals

CAREER HIGHLIGHTS

Canvas Course Design Specialist, 1/17 to present

CCC's Online Education Initiative, hosted by Foothill-DeAnza College District, CA

- Provide direct support to faculty as they prepare courses for the OEI Course Exchange
- Identify and teach needed skills, such as using Canvas features and applying accessibility guidelines, to implement feedback instructors receive during review process
- Support enhancement of course materials through effective use of multimedia content
- Develop online resources, templates and learning materials for faculty and peer course reviewers
- Lead Faculty Information meetings for instructors participating in the Course Exchange
- Serve on Common Course Management System work group
- Act as OEI liaison for Canvas Users Group Can•Innovate 2017 conference

Canvas Course Consultant, 9/15 to present (contract ending 6/09/17)

Santa Rosa Junior College, Distance Education Dept., Santa Rosa, CA

- Support SRJC instructors in transition to, and use of, the Canvas LMS
- Design and lead workshops and web-based training on Canvas features, online pedagogy and accessibility compliance
- Offer individual consulting for faculty on instructional design practices in Canvas
- Evaluate and track instructor progress in moving course content from previous LMS to Canvas
- Assist in developing and maintaining Distance Education website
- Design and develop interactive eLearning content for instructors
- Planned and coordinated Canvas conference for 85 attendees

Instructional Designer, 6/15 to 12/16

NetSpeed Learning Solutions, Seattle, WA

- Translated expertise of client subject matter experts into effective, interactive virtual learning experiences
- Identified learning objectives, planned and structured content and activities to support knowledge transfer
- Created training materials, teacher manuals and student guides for online delivery
- Earned repeat project contracts with multiple clients

Instructional Designer/eLearning Developer

Exchange Bank, Santa Rosa, CA, 8/14-1/15

Designers for Learning, Chicago, IL, 8/14-12/14

Training Partners Plus, Chicago, IL, 4/14-6/15

- Designed and developed asynchronous eLearning courses incorporating adult learning principles across three varied industries (financial, academic and retail)
- Demonstrated constant and effective communication and project management skills
- Proficiency with advanced authoring tools (Storyline and Zebra Zapps) and Microsoft Office Suite
- Attention to detail and ability to produce rapid results led to paid projects with both Exchange Bank and Training Partners Plus (initially brought on as volunteer)

Curriculum Consultant, 5/13-10/14

National Financial Educators Council, Huntington Beach, CA

- Assisted in development of standards and curriculum for K-12 financial education programs
- Created first-ever set of professional standards defining requisite skills of a qualified financial educator (solo project)
- Served as Lead on team developing benchmark standards for financial programs for college/adult learners

Marketing & Business Consultant/Copywriter, 2006-2012

Helen Graves LLC (self-employed)

- Business coach and consultant for service-based entrepreneurs who hated marketing
- Provided practical skills, resources and coaching to support client business growth
- Wrote client marketing collateral and website copy
- Designed, developed and coordinated educational courses, workshops and home study programs
- Took business to six figures in three years

TECHNOLOGY SKILLS

Storyline

Mac OS

MS Office Suite

Adobe Pro

Basic HTML

ZebraZapps

Windows

Google Suite

Equidox

Basic CSS

PROFESSIONAL DEVELOPMENT

Evidence-Based Undergraduate STEM Teaching, *Boston University*

Gamification, *University of Wharton*

Becoming a Blended Learning Designer, BlendKit2014, *University of Central Florida*

Competent Communicator, *Toastmasters International*

Train the Trainer, *Peak Potentials*

Master Practitioner of NLP (Neuro-Linguistic Programming), *NLP Coaching Institute*

Workshop Facilitator, *Developing Capable People*