

# Erin Cunia

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## Career Objective

To obtain a position that utilizes my instructional design and information technology background. Interested in working with multimedia, the Web, online learning, distance learning, course management systems, and integrating various technology tools in teaching and learning.

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## Professional Summary

- Committed to life-long learning of skills and knowledge with a variety of experiences in education, information technology, business, and retail, including management and supervisory experience
  - Experience designing and developing online instructional materials
  - Extensive experience with Mac and PC computer systems—qualified in inter-office computer hardware and software troubleshooting and staff training
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## Education

**Master of Science**, Instructional Design, Development, & Evaluation, Syracuse University, Syracuse, New York (2005). Have also completed 48-credits beyond the Master's degree in the field of Instructional Design and Academic Research.

**Bachelor of Arts**, Psychology (Minor: Education), Syracuse University, Syracuse, New York (1993).

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## Computer Skills

I currently use a MacBook with a Windows XP, Bootcamp partition.

Current software includes MS Office for PC 2003/2007/2010 and MS Office for Mac 2004/2008/2011, MS Frontpage, MS Publisher, HTML, CSS, GroupWise, Dreamweaver 3/CS3/CS5, Adobe Photoshop CS/CS3/CS5, Adobe GoLive CS2, Macromedia Authorware 7, Macromedia Director, ViewletBuilder4, Captivate 2/3, Lectora X, Raptivity, Articulate Presenter/Engage/Quizmaker, Adobe Flash CS3/CS5, Adobe Illustrator CS3/CS5, Adobe InDesign CS3/CS5, Adobe Acrobat 8/9 Professional, EndNote X/X1, and Dragon Naturally Speaking 8.

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## Volunteer Service

**Board of Directors, Technology Chair, Webmaster**, 2008—2011.

THE MASTOCYTOSIS SOCIETY (TMS), (<http://tmsforacure.org>) a non-profit medical information site.

**Chapter Advisor, House Corporation Board member** 2008—2010.

ALPHA CHI OMEGA (ΑΧΩ), Lambda Chapter (Λ), Syracuse University, Syracuse, New York.

**President**, 2007—2010.

STUDENT TEACHER PARENT ASSOCIATION (STPA), Fayetteville-Manlius High School, Manlius, New York.

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## Professional Experience

**Instructional Designer**, November 29, 2010—present, NATIONAL GRID, Melville, New York.

Hired as a consultant/contractor and offered a full-time permanent position in October 2011. Design and develop technical training for a variety of delivery methods including instructor-led, eLearning, and blended.

- Specializing in the storyboarding and design of 3D virtual reality training modules, SMART Board interactivities, and audience response technologies.
- Administer professional development course schedule, develop awareness and marketing plan to increase enrollment, and assist in Learning Management System (LMS) administration to track professional development instructor-led and eLearning classes.

**Independent Sales Representative**, September 2010—present, AVON, New York.

**Instructional Design Consultant**, August 2008—November 2010, SELF-EMPLOYED, Syracuse, New York. Work with clients on instructional design contract projects to analyze, design, develop, implement, and evaluate corporate staff development programs.

**Web Designer**, September 2003—present, SELF-EMPLOYED, Syracuse, New York. Design and develop Web sites for small business and non-profit organizations.

**Teaching and Director Assistant**, June 2009—August 2010, MERRIDAY SCHOOL, Syracuse, New York.

**Graduate Assistant for Instructional Design**, August 2004–August 2008, TRANSACTIONAL RECORDS ACCESS CLEARINGHOUSE (TRAC), Syracuse University, Syracuse, New York. Awarded a one-year position to analyze content and target audience to identify appropriate instructional strategies and delivery methods. Contract was extended beyond the initial one-year period. Using graphics and video software and HTML coding, created instructional movies, online help pages, user guides, and step-by-step instructional materials (<http://tracfed.syr.edu/trachelp/>).

**Consultant/Learning & Development Intern**, July 2007–July 2008, KELLY SERVICES / ITT CORPORATION, INDUSTRIAL PROCESS, GOULDS PUMPS, Seneca Falls, New York. Awarded a six-month contract position to convert staff development and product training to an E-learning format. Contract was extended beyond the initial six-month period.

**Consultant/Instructional Designer**, January 2006–January 2007, COMSYS, INC. / JHT, INC., Orlando, Florida. Hired for a six-month contract position to convert instructor-led classroom training materials to CBT materials for use on a corporate LMS. Contract was extended beyond the initial six-month period.

- Worked from home using various communication tools (E-mail, instant messaging, and teleconference) to collaborate with project managers, other instructional designers, content developers, and graphic artists located in the corporate office and other remote locations
- Analyzed Government Furnished Information (GFI) and input from SMEs to develop and modify instructional materials for a branch of the U.S. military
- Designed and developed instructional strategies that meet the needs of adult learners in a WBT environment and assessment schemas that measure the student's mastery of course material and evaluate the student's ability to perform job-related tasks
- Used storyboarding skills to precisely communicate instructional strategies to graphic designers and content development team members, using MS Word, templates, and the track changes feature as well as E-mail, instant messaging, and teleconferencing to get the job done

**Office/Technical Support**, November 2001—May 2005, SYRACUSE UNIVERSITY, Syracuse, New York. Provided technical hardware and software support to all faculty, staff, and students of the School of Information Studies (IST) including set-up and troubleshooting, networking, and equipment acquisitions.

**Manager**, November 1997—November 2001, FIRST MATE, INC., dba Mail Boxes Etc., Syracuse, New York.

**Bookkeeper/Office Manager**, November 1995—November 1997. FEHLMAN BROS., INC., Syracuse, New York.