

## **Valerie Shapko**

14007 Cherry Mound rd, Houston, TX, 77077

• 602.430.2369

• [lerashpat@gmail.com](mailto:lerashpat@gmail.com)

---

### **QUALIFICATIONS**

---

- Experienced educator and IT professional with advanced degree and unique blend of skills encompassing instructional design and delivery, multimedia design and development, information technology, and instructional technology support.
- Adapt to new situations quickly, utilizing knowledge and skills gained from more than 15 years working with people and technology.
- Ability to work well under pressure by efficiently prioritizing and managing multiple tasks to meet performance expectations and deadlines.
- Demonstrated superior customer service skills
- Excellent ability to train and/or present to all levels of an organization both in small and large groups
- Demonstrate superior written and verbal communication skills
- Demonstrate strong critical thinking and analytical skills
- Maintain a professional, businesslike image to clients, visitors, internal staff and the public
- Possess a positive attitude and a willingness to learn
- Self-motivated and team oriented.

### **PORTFOLIO**

---

<http://vshpatserman.50megs.com/index.html>

### **EDUCATION**

---

University of Phoenix, Phoenix, Arizona

Master of Arts degree in Communication and Training Technology

The Art Institute of Phoenix, Phoenix, Arizona

Associate of Applied Science Degree in Web Site Administration and Instructional Design

Brooklyn College, New York

Bachelor of Arts in Computer Science and Communications

### **WORK EXPERINCE**

---

**Texas Woman's University, Senior Instructional Designer (2008- Present)**

- Use ADDIE model to provide online and face-to-face training to educators and administrators in the use of online learning programs designed to drive student achievement for academic and career success
- Work with teachers, Subject Matter Experts (SMEs), and administrators to identify, make progress toward and achieve instructional goals at an individual and school-wide level
- Collaborate with teachers and school leaders to analyze data and determine next steps for instruction
- Conduct Course review, Evaluations, and Design online courses by using Blackboard and Canvas LMS
- Develop and provide course materials for manuals, visual aids, and other
- Identify potential obstructions and help with solutions for courses and Learning Tools
- Provide leadership, expertise and creativity to support the development and delivery of face to face, online and blended courses
- Ensure that course development is completed on time and meets standards of quality
- Develop and maintain collaborative relationships and participates in team meetings
- Help to test new emerging technologies and new tools
- Ensure that project assumptions and requirements are properly documented
- Work independently and collaboratively with faculty and staff to design, develop, and redesign innovative and engaging web-based courses and programs
- Help troubleshoot issues reported by the faculty and staff
- Researched new software and technology to assist faculty in fostering quality teaching experience and effectiveness
- Advise faculty and staff for technology-based solutions, troubleshooting and instructional design support
- Work with other Instructional Designers collaboratively to find the best solutions for different projects
- Manage the course development process for current and new courses
- Independently manage multiple projects, with minimal supervision, following ADDIE methodology and department standards to ensure on-time delivery
- Present at different regional and international conferences

**University of Phoenix, Lead Instructional Designer (2004-8)**

- Worked collaboratively with L&D team and Subject Matter Experts (SMEs) across the organization to design and develop high-quality learning solutions
- Assisted instructors in designing and implementing innovative teaching practices
- Worked with academic director, curriculum, director and faculty to develop action plans to improve instructions and technology integration
- Guided instructors in class management techniques, instructional planning and gathering instructional resources
- Observed lesson and technology integration and provide timely feedback to instructors

- Trained instructors in the use of technology integrated lessons and blended learning
- Organized course content, learning activities and assessments to include multimedia and interactive learning objects
- Designed, developed and implemented instructional multimedia products
- Provided online support and regularly collaborated with students, faculty, and administrators to support instruction and learning
- Managed and monitored progress against plan throughout the project/delivery cycle
- Developed, revised, and evaluated course materials for online and classroom
- Presented information, using a variety of instructional techniques and formats such as role playing, simulations, team exercises, group discussions, videos, and lectures
- Created curriculum and instructional design for web content by using different technologies
- Managed document design and related issues in a variety of delivery systems
- Participated in workshops to stay informed of the latest guidelines

**Sun Health, Instructional designer and trainer (1998-2004)**

- Worked independently and in the team environment
- Provided guidance to different audience
- Provided feedback to internal and external customers
- Used researched analytical skills to provide answers to questions and find the best solutions
- Architected designs for various software projects (for courses and web sites)
- Met with gathered information from SMEs
- Developed skills within full range of Analysis, Design, Development, Implementation and Evaluation

**TEACHING EXPERINCE**

---

Instructional Design, XHTML, CSS, Java Script, Business and Management concepts, E-marketing, Mobil Marketing, Computer concepts, Information Technology, Web Design, Dreamweaver, Power Point, Photoshop, and conduct different webinars for TWU and Quality matters

University of Phoenix, Northern Wyoming Community College, The Art Institute of Phoenix, Glendale Community College, and TWU

**PROFESSIONAL CERTIFICATIONS**

---

- Master and Peer Reviewer for Quality Matters
- Virtual Instructor Certification Program from A&M University

- Honor Faculty from University of Phoenix
- Certificate of Technology Training from TWU
- Certificate for Accessibility Testing Strategies from MicroAssist
- Advanced Facilitator Certification from University of Phoenix
- Certificate for Online Gamification from Wharton University of Pennsylvania

## TECHNICAL SKILLS

---

Microsoft Office suite, G Suite (Google apps), Adobe Creative Cloud, Web 2.0 technologies, Social Media technologies, XHTML, XML, DHTML, CSS, Java Script, VISIO, Soft chalk, StudyMate, Camtasia, Snagit, Blackboard, Blackboard Collaborate, Canvas, Moodle, Smart Measure, Respondus, LockDown Browser, Google, Articulate, and Zoom

## PROFESSIONAL PRESENTATIONS

---

- TxDLA: Tips for Success in the Online Environment, Bridging Face-to-Face instruction with the Online Component of Hybrid courses
- ISTE: Digital Literacy Skills for Faculty and Students
- DT&L: Enhancing Student Success Through Online and F2F Classroom Management
- QM: Student Assessments Online
- OES: 101 Free Tech Tools for Teachers, Pedagogical Use of Emerging Web 2.0 Technologies, 8 Principles of Experiential Education Using Wikis, Blogs, and Podcasting with a Purpose
- TLS: Using Online Forms and other Google apps
- IOL: Engaging Dialogue While Using Asynchronous Group Presentations
- Blackboard World: Beyond Blackboard: Teaching and Learning with Web 2.0 Tools
- USDLA: Planning and Organizing for Distance Education
- T-Bug: Contingency Planning for Online Courses
- CanvasCon: Designing Blended Learning Using the Flipped Approach
- InstructureCon: Best teaching practices by using Canvas

## REFERENCES

---

**Dr. Lynda Murphy**, TWU, Director of TLT, [lmurphy@twu.edu](mailto:lmurphy@twu.edu), 940-898-3405

**Dr. Carolyn Moore**, TWU, Nutrition Instructor, [cmoore8@twu.edu](mailto:cmoore8@twu.edu), [713-794-2377](tel:713-794-2377)

**Dr. Louis Carfagno**, TWU, EBus Instructor, [lfarfagno@twu.edu](mailto:lfarfagno@twu.edu), [713-794-2859](tel:713-794-2859)

**Jinlan Du**, TWU, Office of Technology, [jdu@twu.edu](mailto:jdu@twu.edu), [713-794-2010](tel:713-794-2010)

**Dr. Rebecca Aulbach**, TWU, Nursing Faculty, [raulbach@twu.edu](mailto:raulbach@twu.edu)