

Key Skills

Experienced Technical Trainer
Curriculum development
Strong people skills
Excellent Communication skills
Course Development
Instructional Design
 Task Analysis
 Needs Assessment
 Formative Evaluation
Training delivery
Self Starter
Collaborative Teamwork
Technical Writing
Graphic Design

Software Experience

Dreamweaver
Adobe Photoshop
MS Office- Word, PowerPoint
Flash
iMovie, iPhoto, OSX
Windows 95 Certified

Website portfolio

<http://userwww.sfsu.edu/~chill415>

Coletta Hill 925.207.2564

Masters Degree • Instructional Technologies

December 2005 San Francisco State University, California

- Developed and Designed an instructional website for digital video editing. This website is currently in use by the Instructional Videography Class at SFSU to familiarize the students on the use of the editing program they will be using for their projects.
- Project Manager for an instructional design team that produced a train-the-trainer course for the San Francisco Fire department. Our team designed an instructor led course, created PowerPoint presentations, instructor & student guides for trainers to learn simulation development in Fire Studio 3.0.
- Content Editor and Analysis Report. The project team built a website for Key Curriculum Publishing. Rather than skills acquisition instruction, our needs assessment showed that an online resource for learning was required. We produced an interactive website to familiarize new employees with the complex process of producing a textbook, the responsibilities and requirements of their colleagues and their own niche in the process.
- Produced two short instructional videos. Concept development, storyboard, shooting, editing, titles, voice over.

Bachelor of Arts Degree • Human Development

December 2003 California State University Hayward

Professional Experience

- Mac Specialist; Apple Store Burlingame.
 New hire training, customer service, customer training
- Technical Trainer; Webex Communications.
 Course development, Train-the-trainer, Online Trainer
 Product testing, Technical training.
- IT Instructor; Silicon Valley College
 Course development, Windows Certified Instructor
- Technologist, Trainer; Lawrence Livermore Nat'l Lab
 Database user training, Network support, Helpdesk,
 Newsletter publication, 4D database management