

ELIZABETH MARIE COLYEAR, M.A.

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Summary

Elizabeth Colyear has over eight years experience in corporate instructional design and academic teaching in university settings. Prior to corporate consulting, Elizabeth obtained her Masters degree in English and taught English Composition courses, including computer labs, at four year and two year colleges. She is particularly skilled at designing, developing and delivering courses using adult learning techniques and following department guidelines. She is regularly assessed by learners as a creative, supportive, and enthusiastic instructor who communicates complex ideas and processes clearly and effectively.

Objective

Continue to design, develop and deliver courses as an instructional designer and Language Arts instructor.

Experience

University Experience

Foothill College, Los Altos, CA

Part Time Language Arts Instructor April 2004 – June 2004 (25%)

Duties:

- ✓ Design, develop and deliver a twelve week Developmental Reading course according to department guidelines
- ✓ Provide office hours and provide support and assistance to ensure student success
- ✓ Assess students work and performance in class
- ✓ Demonstrate performance competency by completing successful observation and teaching assessments

Lake Superior Junior College, Duluth MN

English Professor, Web Developer February 1996 – October 1997

Duties:

- ✓ Design, develop and instruct Developmental English courses according to department guidelines
- ✓ Design, develop and instruct English Freshman Composition
- ✓ Design and develop online courses for Lake Superior Jr. College Distance Learning Program
- ✓ Conduct needs assessment for online course delivery
- ✓ Teach word processing lab

University of Minnesota, Duluth Composition Department, Duluth, MN

English Part Time Faculty and Teaching Assistant: September 1993 - February 1996

Nominated: Outstanding Faculty of the Year 1994

Duties:

- ✓ Instruct Composition 1120 (argumentative and research writing)
- ✓ Teach word processing labs (Corel WordPerfect)
- ✓ Develop and deliver lectures
- ✓ Hold office hours

College of St. Scholastica, Audio Visual Department, Duluth, MN

Student Worker: September 1989 - May 1992

Duties:

- ✓ Deliver equipment

- ✓ Answer phones
- ✓ Record appointments
- ✓ Trouble shoot and light maintenance of equipment
- ✓ Teach instructors use of equipment
- ✓ Video recording special events

Corporate Instructional Design and Communications Experience

Crawford & Associates International

Change and Learning Consultant, Communications Specialist February 2004 – March 2006

Clients: Cisco, HP, Crawford & Associates Change Management Department

Duties:

- ✓ Create HP end user training materials
- ✓ Perform change adoption and communications duties for Cisco global implementation
- ✓ Design and create communications for Cisco global implementation
- ✓ Design change leadership course for Crawford & Associates

Elizabeth Norelli Consulting

Technical Writer, Trainer August 2002 – Present

Clients: Sun Microsystems, Iteration, HP

Duties:

- ✓ Create HP end user training materials
- ✓ Create Iteration end user training materials
- ✓ Create technical marketing briefs for Sun ONE Server products and partners
- ✓ Collaborate with product managers and engineers to develop accurate marketing briefs for Sun ONE Partner relationships (Siebel and Attachmate)

Deloitte Consulting, Foster City, CA

Consultant, Educational Services: June 1999 – August 2002

Clients: Palm, Comergent, 3Com, Nortel, Gateway, CA Department of Water Resources, Agilent

Duties:

- ✓ Design, develop and deliver software training materials for global Enterprise corporations
- ✓ Develop interactive online learning management system content
- ✓ Design and write online help for a B2B e-commerce system
- ✓ Collaborate closely with colleagues and teams to develop quality adult learning materials
- ✓ Deliver train the trainer and other custom training courses
- ✓ Produce and manage internal communications plan
- ✓ Coordinate global meetings, facilitate status meetings, document meeting action items

DA Consulting Group, Houston, TX

Senior Consultant: October 1997 – May 1999

Client: Hewlett Packard SIDO

Duties:

- ✓ Develop courseware for HP SAP system and new business processes
- ✓ Develop online help for SAP system
- ✓ Translate Word documents to HTML
- ✓ Deliver training
- ✓ Track status and meet deadlines
- ✓ Oversee completion of team's work
- ✓ Deliver Train the Trainer course

ClassNET Internet Provider, Duluth, MN

Web Page Developer: December 1995- 1996

Duties:

- ✓ Design and create web pages for ClassNET Internet service

Education

University of Minnesota, Duluth, MN

Master of Arts 1996

English Literature

GPA 3.83 out of 4.0

College of St. Scholastica, Duluth MN

Bachelor of Arts 1992

English Literature

Summa Cum Laude GPA 3.81 out of 4.0

Departmental Honors: Language and Literature

Related Skills

- ✓ Excellent skills using Microsoft PowerPoint, Word
- ✓ Moderately excellent skills using Microsoft Excel and Project
- ✓ Skilled at HTML (Dreamweaver)
- ✓ Skilled at graphics manipulation Graphics (Fireworks)
- ✓ Skilled at Web animation (Flash)
- ✓ Experience with online interactive learning systems and design concepts
- ✓ Skilled at working with multiple teams and coordinating training
- ✓ Excellent technical and research writing skills
- ✓ Change management communications development
- ✓ Fictional and poetry writing