MARK EUGENE MITCHELL

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Professional Summary

Resourceful and hard-working Instructional Designer with over 30 years of production and leadership experience in e-learning and curriculum development, working the instructional design process both directions in a wide range of professional contexts. Certified Quality Matters Peer Reviewer proficient with and committed to ensuring the essential alignment of instructional materials, assessments, learning activities and course technologies with course and learning objectives. Quick to earn the confidence of subject matter experts, faculty, and colleagues.

Skills

- Instructional design analysis, evaluation, and implementation
- Training program development
- Learning Management System (LMS) administration
- Project management and team leadership
- Curriculum and multimedia development
- Technical writing and editing

Software/Programming Languages/Platforms

- Microsoft Office; WebCT, D2L, Canvas; WordPress
- Adobe Photoshop, Dreamweaver, Premiere, Audition, Animate
- Extensible Markup Language (XML), LaTeX, HTML, CSS, JavaScript, VBScript
- Structured Query Language (SQL)
- Oracle, Microsoft Access, and PostgreSQL
- ColdFusion and Active Server Pages (ASP)

Education

Bachelor of Science in Mathematics, May 2021
University of Oklahoma
Norman, OK

Master of Arts in Philosophy, December 1995
University of Oklahoma
Norman, OK

Bachelor of Arts in English Composition and Literature with Honors, August 1984
Minors in Philosophy and Music
Cameron University
Lawton, OK

Certification

Quality Matters Higher Education Peer Reviewer

Work History

Instructional Designer/Adjunct Instructor – 09/2020 to Current
OSU-OKC
Center for Teaching and Learning Excellence
Oklahoma City, OK

- Co-administer Canvas, Zoom, Yuja, ProctorU, and other campus-wide systems
- Provide instructional design and technology support for faculty in support of online teaching
- Conduct in-service faculty workshops
- Teach introduction to philosophy courses

Adjunct Instructor – 08/2016 to Current
University of Oklahoma
Developmental Studies
Norman, OK

Teach elementary and intermediate algebra courses

Program Development Specialist II – 10/2003 to 09/2020
University of Oklahoma
Center for Independent and Distance Learning
Norman, OK

2003 – 2010

Led online course development, supervising course developers, instructional designers, and a computer programmer

2010 – 2013

Supervised a programmer and led Web-based application development and database management

2014 – 2020

- Provided leadership and technology support for development of instructional, university database, and information management resources
- Managed NCPACE, a CD-ROM delivered distance learning program for the U.S. Navy
- Provided faculty consultation campus-wide on instructional design and technology issues related to Canvas and Zoom

Faculty Training Technology Director – 08/2002 to 09/2003
St. Gregory's University
Shawnee, OK

- Provided leadership and support to faculty helping expand their use of technology both in the classroom and with distance learning instructional delivery
- Implemented and administered online course management system (WebCT)
- Redesigned the school website and provided web-based application development support

Work History (cont'd)

Director of Operations – 07/2000 to 06/2002
Key Multimedia Solutions, Inc.
Oklahoma City, OK

- Managed training development projects
- Provided programming, network administration and database management support for technology-based projects
- Worked with Authorware, Flash, HTML, XML, ASP, SQL, VBScript, and JavaScript

Multimedia Producer – 01/1999 to 06/2000
AlignMark, Inc. (formerly Multimedia Learning, Inc.)
Oklahoma City, OK

- Managed training development projects for classroom, CD-ROM, and web-based delivery
- Produced multimedia, interactive instructional applications using Authorware

Coordinator, Instructional Design/Professor – 06/1997 to 01/1999
Rose State College
Midwest City, OK

- Implemented and administered WebCT
- Established a technology lab for teaching and digital resource production
- Helped faculty develop multimedia applications, presentations, and web pages
- Redesigned the campus website
- Helped create a Multimedia Communication Certificate/Associates Degree Program
- Taught a Digital Media class

Project Lead/Instructional Designer – 09/1995 to 05/1997
Multimedia Learning, Inc.
Oklahoma City, OK

- Oversaw the work of writers, editors, and graphic artists on training development projects
- Wrote storyboards and developed multimedia, interactive applications using Authorware

Senior Instructional Designer – 12/1994 to 08/1995
Electronic Learning Facilitators, Inc.
Oklahoma City, OK

Led development of communications equipment maintenance course for the FAA using Authorware

Education Specialist – 05/1990 to 12/1993
University of Oklahoma/Federal Aviation Administration
Oklahoma City, OK

- Reviewed and evaluated FAA Air Traffic Control instructional material
- Researched, rewrote, edited, and proofread the work of technical and training specialists