

# James E. Martin

Software Trainer & Instructional Designer

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*Summary* I teach. People learn. Productivity increases.

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## *Skills*

### Instruction

Deliver face-to-face and web-based instruction to enhance productivity.

### Development

Create web-based learning content and software solutions to support job performance.

### Documentation

Document procedures and capture knowledge.

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## *Experience*

### Software Trainer & Consultant

Trident Technical College, Charleston, SC

12/2003-present

Develop and deliver group and one-on-one professional development training on Microsoft, Oracle, and Datatel products. Develop screencast-based training modules for intranet training site. Assist staff and departments with special projects in Microsoft Access, Microsoft Excel, Microsoft SharePoint, Microsoft SharePoint Excel Services, Oracle Discoverer Plus, Datatel Colleague, and other applications. Develop and maintain software documentation.

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### Adjunct Instructor

Pulaski Technical College, North Little Rock, AR

1/2007-present

Develop and teach fully online academic literature and composition courses for the Department of English. Manage all aspects of online course delivery via Blackboard learning management system (LMS). Courses taught: ENGL 2336, American Literature from 1865 to present; ENGL 1312, English Composition II.

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### Adjunct Instructor

Trident Technical College, Charleston, SC

8/2004-12/2006

Developed and taught English composition classes for the Department of English and Journalism. Courses taught: ENG 101, English Composition I; ENG 102, English Composition II.

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### Web Developer

wheatdesign.com, Mount Pleasant, SC

01/1998-12/2006

Developed data-driven web sites for clients using XHTML and CSS for presentation, PHP for business logic, and MySQL for data storage. Provided consulting on all issues relevant to site design, development, hosting, and maintenance.

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### Technology Coordinator

University of Arkansas, Fayetteville

02/2000-12/2003

Developed data-driven internet and intranet web sites for Pre-College Programs, a group of grant-funded educational outreach programs including Educational Talent Search, Upward Bound, and Veterans Upward Bound. Designed and delivered professional development training. Developed and conducted summer technology education classes in video editing, Flash animation, and web development for 7th-12th grade students. Conducted workshops for students in public schools. Assisted in administration of local area network of Windows NT/2000/XP and Mac OS X workstations with Linux web and file servers.

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## Web Producer

03/2002-11/2003

Northwest Arkansas Times, Fayetteville, AR

Processed PDF files into XML to facilitate online publication of three daily newspapers on a high-traffic site. Assisted in the development of a custom content management web application used to clean up XHTML markup of news content.

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## Adjunct Instructor

Fall 2000 & 2001

University of Arkansas, Fayetteville

Designed and taught a senior-level technology literacy course for senior students in the Department of Social Work. Assisted students in the creation of advocacy-related web sites and multimedia presentations. Instructed students in the Microsoft Office and Sun StarOffice suites, HTML, CSS, and image editing. Course taught: SCWK 4633, Information Technology and Human Services.

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## Graduate Assistant

01/1999-05/2000

University of Arkansas, Fayetteville

Taught courses in the department of Educational Technology for undergraduate education majors. Assisted students and faculty in departmental computer labs. Course taught: ETEC 2001L, Educational Technology Lab.

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### *Technical*

#### **Web Development**

XHTML + CSS

PHP + MySQL

#### **Screencasting**

Adobe Captivate 4

TechSmith Camtasia Studio 6

#### **Microsoft Office Suite**

Access 2007 + VBA

Excel 2007 + VBA

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### *Education*

#### **University of Arkansas, Fayetteville**

Master of Arts, English, May 2001

Master of Education, Educational Technology, May 2000

Bachelor of Arts, English, December 1994

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