

# Mollie Victoria Dunnam, Ph.D., M.Ed., BBA

## Learning, Technology, and Research Professional Consultant

Personal Contact Information:

Phone: 325-518-8719

Website: <http://drvictoriadunnam.com>

Email: [dunnam.victoria@gmail.com](mailto:dunnam.victoria@gmail.com)

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### Professional Summary

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Learning, Technology, and Research Professional Consultant with over 20 years' experience, specializing in integrating technology into learning environments, online instructional design of course content, research, and conducting instructor-led sessions and online workshops in Higher Education and K-12 environments. As an enthusiastic and innovative leader, I have spearheaded online learning programs by increasing course offerings by 300% and implemented a certification teaching program from inception to completion with 100% success rate. My strengths include being proficient in prioritizing, multi-tasking, extensive knowledge in strategic planning, research, implementation, instructional design, and collaborative processes which enables me to be an asset to your organization. One of my goals is to leverage my educational, technological, and leadership skills to promote learning and success within your organization.

### Professional Experience Qualifications

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- PhD in Psychology with emphasis on Integrated Technology and Learning
- Master's degree in Educational Technology/Instructional Design
- Demonstrated effectiveness in consulting with faculty and subject matter experts to assess learning needs and recommend high-impact learning solutions and learning curricula
- Excellent interpersonal and communication skills necessary for working collaboratively within diverse environment.
- Creative, flexible and high energy essential for providing leadership to others by providing strong team building, problem solving, decision making, motivation, and communication skills
- Demonstrated proficiency in applying instructional design theory, models, and best practices.
- Proficient in conducting workshops, individual consulting and development of instructional materials
- Investigated and resolved technical issues surrounding teaching and learning
- Experience as LMS Administrator using Moodle and experience using Canvas
- Developed and maintained online learning website

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- Experience using SQL Queries, HTML Coding, spreadsheets, and databases
- Knowledge of instructional design theories (ADDIE, ARCS, Systematic Design principles)
- Demonstrated appropriate uses of effective instructional strategies, technologies, and methodologies
- Possess a proactive, collaborative, problem-solving attitude working with faculty and adult learners
- Self-motivated and take pride in ownership of projects
- Demonstrated successful programs from inception to completion with increase of online course offering by 300% and implementation of Microsoft Certification program with 100% success rate

### SKILLS

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- Excellent interpersonal, listening, written and verbal communication skills
- Ability to resolve technical issues with instructional software and programs
- Proficient in conducting workshops, individual consulting and development of instructional materials
- Experience developing and maintaining database of training participants and events
- Proficient in MS Office: Access, Excel, PowerPoint, Word
- Design, select, and evaluate appropriate learning materials through adult learning best practices
- Collect feedback and analyze to determine effectiveness of learning  
Apply continuous improvement to ensure quality and effective learning
- Experienced in developing online courses and instructor-led workshops
- Apply technologies such as e-learning, videos, podcasts as appropriate utilizing Panopto, Tegrity, WebEx, Nefsis, Zoom, and Free Conference Call programs
- Flexible and versatile in handling multiple projects in fast paced environment

### Technical/Software Skills

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**Adobe:** Acrobat XI Pro, Acrobat Distiller XI, Connect, Captivate, Spark, Rush, Fireworks, Flash

**Microsoft:** Access, Excel, PowerPoint, Word, Outlook, OneNote, Publisher

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**Web Design:** WordPress, Macromedia Dreamweaver, FrontPage

**Image Editing:** Snagit

**Conferencing:** Zoom, WebEx, GoToMeeting, Nefsis, FreeConferenceCall

**Content Development:** SoftChalk, Ispring Presenter, Camtasia, Captivate

**Video Lecture and Editing:** Panopta, Tegrity, Prism, CucuSoft, Prism

**FileShare:** Dropbox, Google Docs, FileZilla

**Programming:** Visual Basic, C++, HTML, SQL, Cobal, Unix

**Other:** Evernote, Word Art, Zotero, Mendeley, IBM SPSS, Quickbooks, TurboTax, Prezi

**Learning Management Systems:** Moodle, Blackboard, Canvas, WebCT, LoudCloud, Vista

### Formal Education

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#### *PhD Psychology with Emphasis on Integrated Technology and Learning*

Grand Canyon University

Dissertation Topic: "Correlational Study Examining Graduate Students Online Interactions and Academic Achievement using Learning Analytics"

#### *M.Ed. Educational Technology*

University of Texas – Brownsville

#### *BBA Computer Science*

Hardin Simmons University

### Certification

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Quality Matters Certification

Microsoft MOS Expert Certification in Word, Excel, PowerPoint and Access

Texas Teacher Technology Competency Certification

E-Learning Design Specialist Certification

Tegrity Certification

Webpage Design

### Professional Positions in Academia

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Consultant- Instructional Design/Quality Course Review

2014-Present

Evaluate Quality of Online Courses

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Communicate recommended changes to online courses

Design and Develop Online Courses

**Social Media Director, Web Design Director and  
Corresponding Secretary (Volunteer Work)  
Faith-Based Online Learning Directors (FOLD) Organization** **2017-Present**

Communicate with organizational members

Manage social network platforms

Design and Update organization website

**Director of Online Education** **2007-2013**  
**McMurry University**

Developed and evaluated faculty development by utilizing instructor-led and online modalities

Developed and integrated technology into course content

Deployed and managed learning management system

Analyzed and evaluated effectiveness of online learning program goals and plans

Created and implemented online strategies regarding online policies and guidelines

Assessed technological needs and resources for successful management of organization

Designed and maintained online website that supports online learning programs

Reviewed and evaluated quality of online courses

**E-Learning Specialist** **1998-2006**  
**Abilene Independent School District, Abilene, Texas**

Designed and developed course materials and deliver via instructor-led and online

Developed and analyzed training feedback evaluations

Developed and implemented Teacher Microsoft Certification program with 100% success rate

Communicated training information and schedules to users within the educational environment

**Technology Teacher Trainer** **1998-2006**  
**Abilene Independent School District, Abilene, Texas**

Designed and delivered instructor-led technology workshops for staff

Communicated training schedules with all personnel

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Analyzed and evaluated training feedback

Developed and implemented train the teacher trainer program

Implemented teacher computer program by providing computers to successful teachers who completed teacher training with 100% success rate

Developed and implemented district technology plan

### Statement of Teaching Philosophy

As someone who has embraced the “lifelong learner” literally in my life, I hope to instill this same desire to learn to my students. I have always been challenged to learn new things. I was able to pursue my dream of continuing my education later in life after I had a family. Even though there were struggles, I appreciated the learning process more and my motivation for learning inspired me to continue as I completed each college degree. This educational journey has taught me many things about how to be a student in the classroom and online, how to design courses with the students in mind, and how to teach others using different methods in hopes of impacting their lives to always be a learner.

As an educator, I am passionate in guiding, engaging, challenging and inspiring students to learn. Educators are to guide students by providing access to information rather than be the only source of information. To guide students to search for knowledge and discover for themselves will be useful for them as they live their lives in an ever-changing technology-based world. Understanding that students all have different learning styles, I strive to provide different learning strategies that meet the diverse learning styles of students. To accommodate different learning styles, I incorporate different technology within the lessons to help students engage with the learning materials. Helping students to engage in learning, I strive to connect the students to real-world experiences by following the ARCS model. The ARCS model provides the following: (1) utilizes grabbing the students “*attention*”, (2) making the content “*relevant*”, (3) helping student develop “*confidence*” and (4) provide ways for student “*satisfaction*”. Challenging students to share opinions, collaborate and communicate is part of teaching students. Inspiring students to respect each other and recognize that learning is a lifelong process. Since I believe and have embraced learning is “lifelong”, I hope to inspire students to learn and use their God-given talents to pursue the career path purposed by Him who created us.

### Teaching and Training Experience

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**Adjunct Instructor**

**Hardin Simmons University**

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**CSCI 1303 Introduction to Computer Applications.** An introduction to information technology, information systems, and the role of information within society. The course provides an overview of each of the five major areas of information technology (word processing, spreadsheets, database, presentation, Internet research); integrates the five areas, enabling students to use the technology to produce desired outputs for research, education, business, and cultural purposes; and uses spreadsheet and database programs for problem analysis. Work in Computer Lab required. The course may be waived, in those degree programs that require it, for students achieving a satisfactory score on a computer proficiency test administered by the Kelley College of Business. This course fulfills the university technological competency requirement. Fall, Spring.

### **Instructor**

#### **McMurry University**

**ACAD 1100 – Freshman Seminar – McMurry 101** Required for all first-time, full-time freshmen. McMurry 101 is a freshman seminar course that emphasizes skills, experiences, and relationships necessary for college success. Sessions will focus on academic skills, time management, career development, and project production. Class work will be augmented by participation in out-of-class academic and personal development activities.

### **Course Developer and Instructor**

#### **McMurry University**

**McMurry Online Readiness Course – (MORC)** – online course developed for faculty to complete before certified to teach online courses. Course is designed to introduce instructors with quality matters, course makeover, design, pedagogy, activities, assessments, student engagement, legal and evaluations within the online learning environment.

### **Developer and Instructor**

#### **McMurry University**

Using Gradebook in Moodle – (classroom and online)

Moodle Basics (classroom and online)

Using ISpring Presenter to create online lectures (classroom and online)

Using Workshop in Moodle (classroom and online)

Using Discussions in Moodle (classroom and online)

Nefsis Video Conferencing Basics (classroom and online)

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Using Rubrics to Grade Student Assignments in Moodle (classroom and online)

Creating Quizzes in Moodle (classroom and online)

Importing Test Questions from Test Bank into Moodle (classroom and online)

Understanding Quality Matters for Online Courses (classroom)

### **Developer and Instructor**

#### **Abilene Independent School District**

Microsoft Word Certification Course (classroom and online)

Microsoft PowerPoint Certification Course (classroom and online)

Microsoft Excel Certification Course (classroom and online)

### **Developer and Instructor**

#### **Abilene Independent School District**

Microsoft Word (Introduction, Intermediate and Advanced) (classroom and online)

Microsoft Excel (Introduction, Intermediate and Advanced) (classroom and online)

Microsoft PowerPoint (Introduction, Intermediate and Advanced) (classroom and online)

Microsoft Access (Introduction, Intermediate and Advanced) (classroom and online)

Microsoft Word (Introduction, Intermediate and Advanced) (classroom and online)

Microsoft Certification in Word, Excel, PowerPoint and Access (classroom and online)

Adobe Acrobat Professional Basics (classroom and online)

Microsoft Movie Maker (classroom and online)

Designing Website using Macromedia Dreamweaver (classroom and online)

Adobe Fireworks Basics (classroom)

Using Digital Cameras in the Classroom (classroom)

Intel Teach to the Future Program (classroom)

Microsoft Picture Manager (classroom)

Using Excel for Gradebook (classroom and online)

Scan Form into Word and Type on Form; Create Form in Word (classroom)

Microsoft Mail Merge in Word (classroom and online)

Windows Operating System (classroom and online)

Troubleshooting Computers (classroom and online)

Internet and HTML (classroom and online)

### **Conference Presentations:**

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75 Interactive Activities for Online Courses – MoodleMoot- Oklahoma City

Moodle Basics – MoodleMoot – Oklahoma City

Using Videos in your Online Courses – MoodleMoot – Oklahoma City

Using SCORM in Moodle Online Courses – MoodleMoot – Oklahoma City

Using Gradebook in Moodle – MoodleMoot – Oklahoma City

Using Workshop in Moodle courses – MoodleMoot – Oklahoma City

Using Picture Manager in Classroom – TCEA – Austin Texas

Computer Basics – TCEA- Austin Texas

### **Professional Memberships:**

American Psychological Association (APA)

United States Distance Learning Association (USDLA)

Texas Distance Learning Association (TxDLA)

Faith-Based Online Learning Directors (FOLD)

### **Educational Training:**

Moodle Administrator

Americans with Disabilities Act

Blackboard Technical Skills

Copyright Law for Educators

Ethics and Compliance Quality Assurance

FERPA

IRB Research Ethics

Moodle Administrator Basics

Quality Matters: Helping Online Students Get Started

Quality Matters: Increasing Student Interactions

Quality Matters: Considering Instructional Materials

Quality Matters: Aligning Objectives and Assessments

Quality Matters: Assessment Criteria

Quality Matters: Applying the Quality Matters Rubric

### **Professional Development:**

Quality Matters Program- Master Reviewer and Peer Reviewer Certification

TCEA Conference in Austin



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Distance Learning Conference in New Orleans

E-learning Specialist Certification

Microsoft Office User Specialist (MOUS) Certification

USDLA Conference – Galveston, Texas

MoodleMoot – Oklahoma City, OK

### References

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Dr. Perry Kay Brown	<a href="mailto:PKBrown@hsutx.edu">PKBrown@hsutx.edu</a>	325-670-1021
Dr. Janet McMurray	<a href="mailto:janet.mcmurray@mcm.edu">janet.mcmurray@mcm.edu</a>	325-721-0008
Dr. Marian Kirk	<a href="mailto:kirk.marian@centurylink.net">kirk.marian@centurylink.net</a>	325-280-7897
Dr. Veronica Snow	<a href="mailto:veronica.snow@angelo.edu">veronica.snow@angelo.edu</a>	325-260-6785