

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

## Learning, Technology, and Research Professional Consultant

### 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 educational and business environments. I have implemented online learning programs by increasing course offerings by 300% and implemented a certification teaching program 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. Striving to leverage my educational, technological, and leadership skills to promote learning and success.

### Professional Experience Qualifications

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- Improved and increased online course offerings by 300% at university
- Developed and implemented strategic online education and training program including online policies and quality guidelines throughout institution
- Effectively developed and executed Microsoft Certification Program with 100% success rate within the K-12 environment
- Analyzed and researched technologies needed for online courses and increased faculty integrating technology within online courses and classrooms.
- Designed an online course for faculty to learn how to teach online in order to meet state requirements and guidelines
- Completed research investigating student's learning patterns using learning analytics to analyze and predict student success in online courses

### 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
- Web Design:** WordPress, Macromedia Dreamweaver, FrontPage
- Image Editing:** Snagit
- Conferencing:** Zoom, WebEx, GoToMeeting, Nefsis, FreeConferenceCall
- Content Development:** SoftChalk, Ispring Presenter, Camtasia, Captivate

### Personal Information:

 325-518-8719

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

Website:

<http://drvictoriadunnam.com>

### Skills:

Excellent interpersonal, listening, verbal and written communication skills

Proficient in MS Office: Access, Excel, PowerPoint, Word

Design, select, and evaluate appropriate learning materials through adult learning best practices

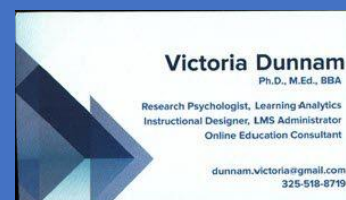
Collect feedback and analyze to determine effectiveness of learning

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

Flexible and versatile in handling multiple projects in fast paced environment



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**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

Communicate recommended changes to online courses

Design and Develop Online Courses

#### **Social Media Director, Web Design Director and Corresponding Secretary (Volunteer Work)** **2017-Present**

#### **Faith-Based Online Learning Directors (FOLD) Organization**

Communicate with organizational members

Manage social network platforms

Design and Update organization website

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### **Director of Online Education McMurry University**

**2007-2013**

- 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 Abilene Independent School District, Abilene, Texas**

**1998-2006**

- 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 Abilene Independent School District, Abilene, Texas**

**1998-2006**

- Designed and delivered instructor-led technology workshops for staff
- Communicated training schedules with all personnel
- 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

## **Teaching and Training Experience**

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### **Adjunct Instructor Hardin Simmons University**

**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,

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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)
- 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)

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### **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:**

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)

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### **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  
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
Dr. Shannon Sipes	<a href="mailto:sipessm@indiana.edu">sipessm@indiana.edu</a>	812-856-1367