**Jenny MacDowell**

3696 N. Spider Lake Road

Traverse City, MI 49696

231-943-2966 ● j.macdowe@gmail.com

**PROFESSIONAL SUMMARY**

Highly knowledgeable and skilled Learning and Development Specialist with excellent interpersonal skills and strong abilities in designing, conducting and implementing training and educational programs. Primary skills include instructional design, web-based course development, eLearning, adult learning theory, training needs analysis, LMS, Articulate authoring program, interactive learning strategies, technical writing and online facilitation. Possesses a Master’s of Arts in Education with a specialization in reading and language acquisition, OSHA 30 Hour Construction (OSHA 30) and an IDECC Distance Education Certification.

**CORE QUALIFICATIONS AND EXPERIENCE**

* Work with subject matter experts to establish and design the development of highly professional instructional materials.
* Determine customized solutions to optimize learning using appropriate development tools and the identification of the proper methodology.
* Development of training courses that are smoothly paced, dynamically designed, incorporating thorough simulations and demonstrations, valid assessments, entirely 508 accessible and compliant.
* Facilitate and administer Articulate Storyline and Quizmaker training programs including LMS curriculum management and administration.
* Work with key project stakeholders to manage learning projects from beginning development through the final delivery and evaluation stages.

**SUMMARY OF RELEVANT EXPERIENCE**

**Builders License Class, LLC, Williamsburg, MI July 2010 to Present**

**Education Coordinator:** Perform a wide variety of responsibilities, from analyzing training needs to managing day-to-day course logistics and online course content. Facilitate the design of media-rich online courses for targeted audiences. Research, write, edit and update training materials. Build training objectives, course outlines and timelines. Work with and facilitate course development with free-lance instructors.

**Johnson & Johnson, Titusville, NJ March 1999-2009**

**Senior Professional Sales Representative (2005-2009), Professional Sales Representative (2001-2005), Territory Representative (1999-2001):** Developed and implemented targeted sales strategies to increase market share with key prescribers. As a District Product Advisor and Trainer conducted initial product and field training for new representatives. As District Coordinator presented clinical data, selling skills and marketing workshops to regional representatives.

**EDUCATION AND CERTIFICATIONS**

**Master of Arts in Education**

**Curry College** Milton, MA 1992 *With Distinction*

* Concentration in Reading Comprehension and Language Acquisition
* Thesis and Research Project: “Learning Strategies for Expository Text”

**Bachelor of Arts in History**,

**Old Dominion University** Norfolk, VA 1982 *Magna Cum Laude*

**OSHA 30 Hour Construction (OSHA 30)** CLICKSAFETY IACET approved

**IDECC Distance Education** Certification CDEI #67911

**Michigan Residential Builders** License #21012011664