VILLA R. VANCE

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Online Portfolio: villavance.github.io

EDUCATION

Master of Science in Learning Technologies (MSLT)
Specialty: **Instructional Systems & Designs**
University of North Texas, Denton, Texas - August 2017

Bachelor of Science in Computer Science (BSCS)
Holy Angel University, Angeles City, Philippines, April 2000

Vocational Nursing Certificate (LVN)
Grayson County College, Van Alstyne, Texas. August 2011

SKILLS, APPLICATIONS, CERTIFICATIONS

SKILLS
Instructional Design, Project Management, Technologist, Course Development, Technologist, Web Analytics & SEO, Social Media Integration, Website Development, Video Production, Accessibility

LEARNING MANAGEMENT SYSTEM
Blackboard Learn, Canvas LMS, Moodle

APPLICATIONS/CLOUD STORAGE
Adobe Creative Suite – Photoshop. Lightroom, Premiere Pro, Dreamweaver, InDesign, Bridge, Adobe Acrobat, Google Drive, OneDrive, Dropbox

SCREEN RECORDING/VIDEO EDITING APPLICATIONS
Camtasia, Screen-cast-o-matic, MediaHub/YuJa

TECHNOLOGY/TOOLS APPLICATIONS/LIVE CONFERENCING TOOLS
Google Apps – Docs, Slides, Forms, Excel.
Microsoft Office and Tools – Outlooks, Bookings, Forms, SharePoint, Word, PowerPoint, Audacity, Canva, Microsoft Teams, WebEx, Blackboard Collaborate Ultra, Zoom

CERTIFICATIONS

- Peer Reviewer Course (PRC) Certification
- Applying the QM Rubric (APPQMR) Certification
- QM Rubric Update Sixth Edition (RU)

CONFERENCE PRESENTATIONS

- OLC Accelerate 2018, Orlando Florida, November 15, 2018
  Topic: "Use of Social Media for Active Learning and Student Engagement"
- Texas Blackboard Users Group (T-BUG) Conference 2018, October 18, 2018
  Topic: "Blackboard Media Mashup"

- NISOD International Conference on Teaching & Leadership Excellence – May 23-26, 2020, Austin, Texas
  Presentation Acceptance
  Topic: The How-To Guide to Making Your Social Media Accessible

LICENSE

Licensed Vocational Nurse [License # 302679](#)
Issue by Texas Board of Nursing
Date Issued: 09/13/2011
Expiration Date: 02/28/2022
Compact Status: Multistate

WORK EXPERIENCE

INSTRUCTIONAL DESIGNER – *November 27, 2017 – Present*
Dallas College, 9596 Walnut St. Dallas Texas 75243 – 972.669.6600
- Works collaboratively with faculty and colleagues on the application of instructional technologies, learning and cognition theories, as well as universal design principles.
- Analyze instructional needs, provide expertise and assistance with innovative strategies to meet those needs and support/provide coursework development.
- Analyze and applies trends in learning technologies and instructional design.
- Builds relationship with faculty by creating a strong sense of mutual respect to help them improve usability within a course, update assessment to reflect better alignment.
- Conduct one-on-one assessments of instructor's current procedures and course management strategy in order to recommend practical and efficient methods to improve student retention and optimize technology usage.
- Provides guidance that allow instructors to focus on the materials and student engagement.
- Keep abreast of emerging technologies and how they can be used to improve the student experience.
- Assist faculty with course design and redesign.
- Conduct trainings and workshops to faculty (seven college in the district) about the different technologies (new and current) they can incorporate in their courses.
- Responsible for design and development of different online courses.
- Other duties as assigned.

CURRICULUM COORDINATOR - *September 30, 2016 – November 21, 2017*
Collin College - 3452 Spur 399 McKinney, TX 75069 - 972.985.3763
- Coordinate curriculum processes and documents to ensure compliance, advice program administrators about curricular alignment with program outcomes, communicate award requirements to staff and students, and provide quality control of curricular information management systems.
- Maintain documentation of new and revised courses and programs regarding the Texas Higher Education Coordinating Board (THECB) guidelines. Submit new and revised program and course to the THECB.
- Research and monitor national, state, and regional legislative regulations and policy requirements.

- Collect and review information related to Local Need, Special Topics, and Unique Need courses and submit required documentation to the THECB.
- Develop and update college course inventory, syllabus depot, and history of all curricular revisions. Develop and maintain Curriculum Intranet site.
- Produce the online and printable version of the college catalog.

INSTRUCTIONAL DESIGNER - *September 1, 2016 – September 30, 2016*
Richland College*, 12800 Abrams Road, Dallas, TX 75243 - 972.238.6100*
- Responsible for the design and development of instructional materials and methods utilizing multi-media approach to creating interactive programs and curriculum.
- Coordinates instructional material development activities. Responsible for research into methods to integrate a variety of learning concepts into formal multimedia programs.
- Acts as project supervisor coordinating interactive multi-media productions. Contributes to design and development activities as a leader and team member. Participate with others in exploring training needs for business and industry.
- Reviews course structure and layout, contents, and analyzes findings, and participates in the development of programs/curriculum and performs related duties as assigned.

JR. INSTRUCTIONAL DESIGNER - *March 23, 2015 – August 30, 2016*
Collin College*, 9700 Wade Blvd, Frisco, TX 75035 – 972.881.5870*
- Deliver workshops to faculty and staff in the use of Learning Management.
- Reviews online courses to ensure it meets requirements set forth by the Online Advisory Board (OAB).
- Design and create online courses. Assist, design and produced multimedia instructional materials for faculty and assist instructional designers.
- Help faculty analyze and determine the requirements necessary to develop instructional materials to help students achieve specified objectives. Works with faculty to help them achieve an appropriate level of integration of instructional technology in the classroom and distance learning.
- Help Instructional Designers develop and implement a variety of activities to train faculty and others.
- Researches and evaluates commercial software and assists in making recommendations to faculty in various academic disciplines.

INSTRUCTIONAL DESIGN ASSISTANT - *September 30, 2013 – March 22, 2015*
Collin College*, 2200 W. University Drive, McKinney, TX 75074 – 972.881.5870*
- Create and maintain forms, worksheet, and web pages. Assist faculty and student with Blackboard issues. Trained and mentor new student assistant. Assist in developing online tutorials for student and faculty. Utilize banner for issues involving student accounts. Assist Associate Dean of Distance Learning with the assignment of course reviews.

LAB ASSISTANT - *August 9, 2010 – September 29, 2013*
Collin College*, 2200 W. University Drive, McKinney, TX 75074 – 972.881.5870*
- Assist students and faculty with issues about Cougarweb, Blackboard, online classes, and distance learning courses, MS Office tools/software, browser and other related online courses/distance learning issues. Trained and mentor new student assistant. Assist with interviews for a student assistant. Assist in developing online tutorials for students. Utilize Banner for issues involving student accounts.

CHARGE NURSE – LVN - *December 1, 2011 – January 26, 2013*
Homestead of McKinney/Park Manor, *1801 Pearson Avenue, McKinney Texas –*
972.562.8880
- Administer medications, treatments, received, transcribed and implement physician's orders, secure equipment supplies, direct/oversees subordinates (CNA, CMA) and coordinate assigned job duties.

FREELANCE GRAPHIC/WEBSITE/BLOG DESIGNER - *April 2008 – July 2010*
Self Employed
- Design and create custom logos, banners, layout, website themes, templates and branding for blogs, websites and businesses.

FULL CREDIT SPECTRUM CONSULTANT - *March 28, 2005 – September 14, 2006*
Capital One Auto Finance/Kelly Services, 3905 N Dallas Parkway, Plano Texas 75093 –
(404)-954-1655
- Assist customers in applying for car loans; analyze information received from credit application and credit reporting agencies to make prudent credit decisions.

TECHNICAL CUSTOMER CARE CONSULTANT - *November 13, 2000 - December 13, 2003*
America Online, *Clark Field, Pampanga, Philippines – .63.045.599.3658*
- Assist, educate and give information to members. Troubleshoot software problems for America Online members, browser, the internet and other related tasks such as basic windows information using Live Chat conversation in an inbound call center.

COMPUTER INSTRUCTOR – *June 2000 - October 2000*
Jose C. Feliciano College, *Pampanga, Philippines*
Integrated Computer School Foundation, *Angeles City, Philippines*
- Taught basic computer information, programming software (Turbo Pascal, Visual Basic), Desktop Publishing, PowerPoint, computer virus, anti-virus, and DOS.

REFERENCES

References will be provided upon request.