

Beverly Dianne Calhoun

PROFESSIONAL SUMMARY

A knowledgeable web professional with excellent technical and personal communication skills obtained through my background in higher education, and through working as a Web Application Specialist and an Instructional Designer/Developer (IDD). Key strengths include over ten years of experience in web page design/development using Macromedia's Dreamweaver and Fireworks. Other skills include experience in using instructional design techniques, adult learning theory, and web-based development tools such as Macromedia's Dreamweaver, Captivate and Flash. Tasks included managing and creating training courses and the writing of user documentation as well as the reorganization of websites to improve employee performance.

- Instructional Design
- Dreamweaver 8
- Flash 8
- Fireworks 8
- ColdFusion MX
- WBT/ILT Development
- RoboDemo\Captivate
- CSS2
- XHTML
- Javascript
- Adult Learning Theory
- Photoshop 7.0
- Microsoft Access 2003
- Microsoft Office 2003
- SQL Server 2000

KEY ACCOMPLISHMENTS

- Manage projects through the development, design, and review process to deliver quality and on time results
- Collaborate with peers and Subject Matter Experts (SMEs) using professional communication channels to maintain relationships and ensure projects run smoothly
- Determined and translated expectations into precise specifications in order to clarify project deliverables, define schedule, and perform tasks
- Participate in website user acceptance testing to properly document problems to better the user's experience
- Researched new Web technologies and techniques to realize benefits of the latest innovations
- Trained department authors on creating and maintaining their perspective web pages

MANAGEMENT, COMMUNICATION, AND TECHNICAL SKILLS SUMMARY

- **Management Skills**
 - Supervise, hire, and train employees
 - Assist with preparing and supervising budgetary requirements
 - Proficient in managing project objectives, multi-tasking, and problem solving
- **Communication Skills**
 - Train and mentor employees
 - Proficient public speaker with excellent presentation abilities
 - Negotiate effectively with customers and co-workers
 - Assist and counsel customers in clarifying project goals
 - Create documentation for projects
- **Computer Software Skills**
 - Microsoft Office Professional 2003, Microsoft Project 2003, and Visio 2003
 - Trained and mentored employees on Office products, Web authoring tools, and Graphic optimization using Fireworks

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PROFESSIONAL EXPERIENCE

<i>Great-West Healthcare, Denver, CO</i>	<i>Instructional Designer</i>	<i>3/2007 - present</i>
<i>Curian Capital, Denver, CO</i>	<i>Web Developer</i>	<i>9/2005 - 3/2007</i>
<i>Accenture, Denver, CO</i>	<i>Instructional Design Senior Analyst</i>	<i>4/2005 – 9/2005</i>
<i>University of Denver, Denver, CO</i>	<i>Performance Technology Specialist</i>	<i>7/2004 – 4/2005</i>
<i>Accenture, Denver, CO</i>	<i>Instructional Design Senior Analyst</i>	<i>6/2003 - 7/2004</i>
<i>COPIC Companies, Denver, CO</i>	<i>Web Application Specialist</i>	<i>3/1998 – 3/2003</i>
<i>Bank One Colorado, Denver, CO</i>	<i>Commercial Loan Specialist</i>	<i>8/1985 – 9/1997</i>

EDUCATION

MA in Information and Learning Technologies, Instructional Design and Adult Learning

University of Colorado at Denver and Health Sciences Center, Denver, CO GPA: 3.8 May 2006

Masters of Computer Information Systems, Minor: Web Design/Development

University College of the University of Denver, Denver, CO GPA: 3.92 June 2003

Bachelor of Arts in Applied Computing, Minor: Communications

The Women's College of the University of Denver, Denver, CO GPA: 3.68 June 2000

Writing Certificate

COMPUTER CERTIFICATIONS

- **Certificate of Advanced Study in Web Design & Development Technologies**, from University College, Denver, CO
- **The Applied Computing Certificate**, from The Women's College, Denver, CO

ADDITIONAL TRAINING

- **Intro to ColdFusion**, GT Alliance, Denver, CO
- **Advanced ColdFusion**, GT Alliance, Denver, CO
- **Developing Rich Internet Applications with Flash MX and ColdFusion MX**, GT Alliance, Denver, CO

PROFESSIONAL AFFILIATIONS

- **Member**, ISPI-FRC, Denver, CO
- **Member**, ASTD-FRC, Denver, CO
- **Member**, Rocky Mountain Macromedia Users' Group, Denver, CO
- **Webmaster/Chair of Board /Mentoring**, The Women's College Alumnae Association, Denver, CO

ACTIVITIES AND HONORS

- Applied Computing Academic Excellence Award
- The Women's College Alumnae Association Award

VOLUNTEER WORK

The Women's College Alumnae Association, Denver, CO 2000 - Present

Webmaster

Involved with The Women's College Alumnae Association for almost three years. In that time, have implemented a web presence for our group, initiated a Mentor Program for undergraduate students, and am a Board Representative for the Web Committee.

COPIC Companies, Denver, CO 1998 - 2003

Founding member of the CATeam (Community Action Team). Our group volunteered for many activities to help out in the Lowry community. Some of the activities included: Blood Drives, Race for the Cure, Silent Auctions and Clothes Drives where monies were given to charity.