



# Tina Swanton

## ● Contact Me

Cellular: (954) 242-1030

Email: [tinamswanton@gmail.com](mailto:tinamswanton@gmail.com)

Digital Portfolio: [tinamswanton.com](http://tinamswanton.com)

Digital Profile: [linkedin.com/in/tinamswanton](https://www.linkedin.com/in/tinamswanton)

## ● Technology Skills

Adobe	HTML 5
Canvas	Mac & PC
Camtasia	Office 365
Captivate	Storyline

## ● Education

**Master of Science in Instructional Design**  
Saint Leo University- 08/2014 – 08/2016  
Summa Cum Laude

**Bachelor of Arts in Psychology**  
Florida Atlantic University- 08/1999 –  
08/2002  
Magna Cum Laude

## ● Certifications

Lean Six Sigma White Belt

Executive Leadership Development

Universal Design for Learning Associate

Microsoft Innovative Educator Trainer

Microsoft Office Specialist PowerPoint

Microsoft Office Specialist Word

National Board-Certified Teacher

Florida State Educator

## ● Instructional Designer & Trainer

Design, develop, and facilitating highly engaging and effective e-learning and instructor-led courses/trainings for 15,000+ instructional staff members and 240,000+ K-12 students in the 6<sup>th</sup> largest school district in the United States. Regarded as an excellent project lead, talented designer, and valued team member. Extensive knowledge and experience with systems design, adult learning principles, project management, learning and content management systems, public speaking, state/national conference presentations, instructional strategies, and various technologies.

## ● Work Experience

*Instructure, January 2018 – present*

### **Contract Instructional Designer & Lead Trainer**

- Under minimal supervision, design and develop numerous ready-made templates for client consumption.
- Conducted more than 20 custom training sessions for new & existing Instructure clients in 1<sup>st</sup> year.
- Facilitate numerous training sessions and present at state and national conferences.
- Actively participate in all virtual meetings.
- Present best practices at meetings as needed.
- Deliver online webinar sessions using Blackboard.

*Broward County Public Schools, August 2002-present*

### **Instructional and Digital Materials Supervisor (Task Assigned 08/2019)**

- Manage \$23 million annual budget.
- Redesign and implement new material adoption process and committee review systems saving more 80+ hours of content review time for each of the 20+ person leadership team.
- Monitor Dual Enrollment instructional materials purchasing and buyback systems for more than 5,000 students.
- Overhauled school-based ordering and fulfillment systems saving hundreds of thousands of dollars in the first year.
- Consult with third party vendor systems to ensure seamless integration and pertinent exchange of information via IMS Global Standards (LTI, TCC, QTI) with District Student Information System (SIS).

## ● Conference Presentations

- \* Starting with a Blank "Canvas"- Nova Southeastern University 2019
- \* From Pixels to Paper- Canvas Roadshow 2019
- \* Creating High-Quality Canvas Courses for ALL Learners Using Universal Design for Learning- Florida International University 2018
- \* Learning without Limits: A UDL Approach- South Florida Gifted Symposium 2018
- \* Transforming Teaching through Tech- South Florida Gifted Symposium 2017

## ● Personal Strengths

Instructional Design	E-Learning
Staff Development	Leadership
Public Speaking	Collaborative
Adult Education	Goal Oriented
Curriculum Design	Coaching
Dedicated	Motivated
Educational Tech.	Team Player

## ● Hobbies & Interests

Biking	Kayaking
Bird Watching	Traveling
Gardening	Yoga

- Key member of Digital Projects Team, working with cross-functional District departments to ensure the availability of digital materials to over 240,000 students.
- Ensure that LMS deployment aligns with BCPS Strategic Plan and School Board of Broward County (SBBC) Policies.
- Coordinate Learning Management System (LMS) operational performance between vendor (Instructure) and various BCPS organizational units (Academics, Information & Technology, School Performance & Accountability).

### Online Course Designer & Training Specialist, July 2014 – present

- Design, create, and facilitate more than 50 adult e-learning and instructor-led trainings for adult in various departments throughout the district.
- Redesigned training with 67% completion rate increasing completion rate to 98% and improved enrollment numbers.
- Work closely with subject matter experts to develop more than 15 adult professional development courses annually.
- Employ adult learning principles in e-learning and instructor-led professional development trainings.
- Generate countless deliverables such as job aides, presentations, interactives, and videos for all stakeholders.
- Evaluate and modify trainings using the Kirkpatrick Evaluation Model and end-user feedback.
- Develop 28 site-based action plans annually, set SMART goals, coordinate learning activities, coach/mentor teachers, administrators & support staff, communicate and document all steps and meetings to various stakeholders.
- Analyze current data and documents to generate new artifacts that illustrate specific processes for receiving and disseminating digital materials.
- Develop documentation for specific protocols and creating new guides to further outline technology specifications for third-party vendors.
- Manage all aspects of project development following the ADDIE Model or Agile methodologies.

### Teacher, Leader, and Curriculum Developer, August 2002-July 2014

- Selected as "Social Studies Teacher of the Year"
- Developed curriculum for various district-wide programs and instructional technologies.
- Acted as a leader to appropriately delegate various tasks to co-workers and students.
- Effectively employed a variety of instructional strategies to meet the needs of all learners.
- Differentiated instruction to address varied ability levels.
- Effectively interacted and communicated with stakeholders.
- Collaborated with administration to determine core requirements, goals, and timelines for school-based initiatives aligned to district strategic plan.