

Stephanie Denice Williams

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INSTRUCTIONAL DESIGNER AND EDUCATOR

Training | Editing | Design

Reliable, talented, and resourceful instructional designer and educator with over 16 years of experience educating students face to face and through online instruction and collaborating with fellow educators, parents, and staff. Ability to create web designs, video and audio productions, storyboards, and instruction using instructional design models. Have excellent communication and technical skills. Detail oriented and have coordinated events with minimal oversight and worked collaboratively with others on multiple projects.

WORK EXPERIENCE

Wilmington Early College High School – *Castle Hayne, NC*

08/2018 - Current

Career Development Coordinator

An advocate for Career and Technical Education by providing career resources to educators, students, and alumni. This includes helping students update their resumes and research potential jobs, giving them information about job fairs and employment events.

- Advise all grade levels in employability skills and give career guidance
- Collaborate with community programs to provide career opportunities for students.
- Collaborate with fellow advisors for National Technical Honor Society inductions.
- Coordinate Night of the Arts where students can showcase their talents and FBLA fundraiser.
- Advised student members of Future Business Leaders of America, who won many awards at Regional and State competitions.
- Coordinate volunteer hours collection, opportunities, and graduation preparation.
- Create online training modules and educate for 9th and 10th grade STAE classes.
- Collaborate with teachers and administration for graduation events.
- Created a career website for the WECHS community.
- Have created LMS classrooms with Canva and Google Classroom.
- Led a professional development workshop face to face and online at CTE conferences.
- Create press releases as Public Relations Liaison for WECHS in the county.
- Administer and coordinate testing with staff.

Trask Middle School - *Wilmington, NC*

08/2005 – 08/2018

Business, Marketing, and Computer Educator

A teacher for Career and Technical Education business, marketing, and computer skills middle school courses.

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- Created Google Classrooms for all classes.
- Coordinated School to Work programs with Trask Middle and businesses within the community.
- Advised student members of Future Business Leaders of America, who won many awards at Regional and State competitions.
- Create online training modules for middle school CTE courses.
- Administer EOC and EOG testing.
- Co-Coordinated Trask Got Talent Night where students can showcase their talents to raise money for Relay for Life.
- Collaborated with CTE and elective teachers as CTE Liaison and Technology Lead

Northside High School- Jacksonville, NC

04/2003 – 08/2005

Media and Teacher Assistant

Assisted the Media Coordinator with daily tasks and helped students with educational needs in the media center.

- Tutored students grade 9-12 for competency tests as a Plato Online Facilitator.
- Shelved books and organize periodicals
- Handled audio visual needs for teachers and staff.
- Greeted and support students, teachers, and staff with needs.
- Closed library after hours.

EDUCATION

Full Sail University – Orlando, FL

Master of Science – Instructional Design and Technology, September 2021

University of North Carolina - Greensboro – Greensboro, NC

Bachelor of Science – Information Systems and Operations Management, June 2001

Concentration: Operations Management

Minor: Voice Performance

University of North Carolina - Wilmington – Wilmington, NC

Bachelor of Arts – Communication Studies, December 1997

PROFESSIONAL SKILLS

- Microsoft Office Suite
- Google Applications – Forms, Classroom, Sites, Docs, Sheets, Slides
- Adobe Creative Cloud Applications –XD, Captivate, Audition
- ScreenFlow

- CompTIA ITF+ Certification – February 2020
- Global Career Development Facilitator Certification – April 2016
- Microsoft Office Specialist Certification – July 2017
- Microsoft Certified Educator Certification – July 2017
- Professional Educator’s License (Business and Information Technology Education) – July 2005
- Professional Educator’s License (Career Development Coordinator) – July 2016

AWARDS AND HONORS

Dr. Deborah Kantor Nagler Scholarship Recipient - *Orlando, FL* August 2020

- Received award due to interest in pursuing Master in Instructional Design and Technology.

Computer Skills and Application/Keyboarding Awards - *Wilmington, NC* August 2005-2010

- Received awards for exceptional student test achievement on End-of-Course tests.

Kendrick Bell Scholarship - *Greensboro, NC* December 2000

- Received award due to writing an essay about my journey at UNC-Greensboro.

Trask Middle School Teacher of the Year - *Wilmington, NC* May 2013

PROFESSIONAL MEMBERSHIPS

- Honor Society.org, Gold Member, May 2021 - Present
- State Employee Credit Union, Advisory Member, August 2019-Present
- Association of Career and Technical Education, 2008 – Present
- North Carolina Association of Educators, 2005 – Present