

## **Kim Hansen** **Instructional Designer**

Boulder, Colorado

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### **Overview**

- Experienced curriculum developer, instructional technologist, technical writer, and documentation specialist.
- Excellent presenter, trainer, and educational consultant.
- Background in project management, coordination, and leadership.
- High-level writer, developer, and instructor of Leadership, Management, and Organizational Development curriculum.
- Strong research, analysis, and organizational skills.
- Design and develop instructional websites for presentational content and published books.
- Create presentation materials, programmed instruction, web design and e-learning development for a wide variety of subject matter.
- Develop course content material and write curriculum for Business, Marketing, Technology, Lean manufacturing, Zero Waste Planning, Science, Gas and Electric Utilities, Resource Management, Health Care, Higher Education, k-12, Non-profits, soft skills, online and instructor led delivery.
- Train employees in off-site, or out-sourced locations, knowledgeable and skilled in multi-cultural work environment, technical training, and leadership / management issues.
- Knowledgeable in CMS and LMS in e-learning management and media rich content delivery.
- Perform assessments, as well as, formative and summative performance, and Return on Investment evaluations.

### **Project Management Skills and Experience**

As a seasoned Instructional Designer I creatively use current and traditional instructional methods, adult learning theories, assessment, evaluation, technology, communication, and collaboration skills to successfully navigate and complete complex projects. Having been a consultant for the last five years, I'm able to coordinate multiple schedules, manage meetings, and facilitate diverse groups in identifying and achieving goals and deadlines. My experiences working with a wide variety of subject matter experts, instructional methodologies, and complex content, allows me to effectively develop qualitatively measurable curriculum and instructional training materials. My work was profiled in the **December, 2005 issue of the Boulder County Business Report** and a copy of the article can be viewed at this link: <http://www.transformivedesigns.com/bcbr.html>

**Managed numerous complex training projects for a variety of clients whose content includes:**

Assessment and Evaluation  
Business and Leadership Consulting

Business Planning  
E-Commerce and Marketing  
Gas, Electricity and Alternate Utilities  
Healthcare  
Higher Education  
K through 12 Education  
Lab Safety  
Lean Manufacturing  
Management Training  
Online Portfolios  
Real Estate and Financial Investment  
Software training  
Training Faculty in Technology  
Web Design  
Zero Waste Community Planning

**Managed the Online Portfolio Project** for the University of Colorado, scheduled, coordinated, and led meetings with faculty and department chairs to utilize online portfolios for department performance improvement. Met with, and counseled faculty on technology, assessment, and portfolio design topics. Researched, participants involved in the portfolio project. Beta tested portfolio software. Created portfolios for faculty and departments at CU such as: School of Education, Communications, Music, Business, Nursing, and Pharmacy. Please see the Electronic Assessment Portfolio link.

**Managed the Laboratory Safety Instruction Project** for CU. Scheduled coordinated and led a team of three designers, working with five subject matter experts in the field of risk management and laboratory safety. Designed, and developed a lab safety web site for all CU campuses. Please see Lab Safety link.

**Managed the Emerging Leaders Project** for CU President Elizabeth Hoffman. This project involved significant research, analysis, and reporting of current issues in academic leadership training. The project culminated in the Emerging Leaders Website, and is still being used in planning. Please see link.

### **Technology Skills**

Mac and Windows OS, Dreamweaver, Fireworks, Photoshop, Digital assessment portfolios, Articulate Presenter, Xcelsius, Captivate, Inspiration, Power Point, MS Word, Excel, digital photography, video editing, accessible technology for the disabled, educational software and technology tools, Learning Portals, Moodle, Bryght, Drupal, CMS, LMS, WBT, CBT, e-learning, Blackboard, and E-college.

### **Education and Awards**

- M.A. in Information Learning Technologies and Education, University of Colorado, Denver
- B.S. Psychology, University of Colorado, Boulder
- Recipient of the Apple Foundation's Excellence in Science Education Program Boulder Valley School District for k-8 Archaeology Curriculum
- Member of PSI CHI National Honor Society
- Recipient of the 2005 COVR Web Site of the Year award

- Contributing writer of articles for the International Society for Performance Improvement (ISPI) and the Boulder Writers Alliance.

## **Presentations**

Presented "Designing E-Learning with Articulate Presenter and Xcelsius" at the DMELD, Denver Metro Area E-Learning Developers group April 2006.

Presented "Design Skills Boot Camp" with Patti Shank and Learning Peaks at the Online Learning Conference 2003 and 2004, and 2005 VNU Online Learning Conference.

Presented "Learning Technologies in the Classroom" at the ACE, Alliance for Compassionate Education conference June 2005,

Presented "Best Practices in Instructional Design" BWA, Boulder Writers Alliance conference September 2005.

Presented "Stop Whining it's Good Design" on W3C Compliance of adaptive web technologies for the disabled at the 2003 Teaching With Technology, University of Colorado, Boulder

In 2002 presented for "The Afghan Women's Project" a US State Department Project teaching a group of Afghan women leaders how to use the internet to research grants for rebuilding their country.

## **Employment History and Relevant Experience**

**Instructional Designer** private consultant and contractor 9/02 to present  
Creating instructional materials and web based training for a diverse variety of subject matter experts and clients who include:

### **Client list**

Alliance for Compassionate Education  
Blue Opal Business Consulting  
Center for Authentic Leadership  
Charter Communications  
Colorado Community Health Networks  
Colorado Corn / Farm Profit  
Coach Industries  
Dynamic Learning  
Eco-Cycle of Boulder  
eLeanTraining International  
Enerdynamics Energy Training  
Equity Street Investment  
Flow Alliance - Flow Manufacturing  
Get Started Media  
Invivio Consulting  
On Cape Publications  
On the Spot Books  
Passageways Institute  
Peak Pilates  
Sterling and Ledet (Adobe/Macromedia)  
University of Colorado  
Zenodata Corporation

**Instructional Design Consultant 9/05 to present**  
**eLeanTraining International**

Design and develop web based training, instructional, and presentational activities and materials for eLeanTraining International on Lean Manufacturing content. This growing company is creating e-learning to train operators and production workers on how to implement Lean manufacturing principles and techniques into their work.

**Instructional Design Consultant 3/06 to present**  
**Eco-Cycle and GRRN**

Ongoing consulting to Eco-cycle through designing and developing web based training, instructional, and presentational activities and materials for Eco-Cycle of Boulder, on Zero Waste Community Planning and Resource Management content. Recently developed their half day presentation materials for a panel of Zero Waste experts on topics such as Up-Stream purchasing, Landfill Policies, Community planning, stakeholder negotiations, and Equal Space Ordinances. This successful presentation is currently being expanded and replicated to sites around North America.

**Instructional Design Consultant 10/06 to 1/07**  
**Get Started Media**

Designed and wrote six e-learning module lessons on developing Business Plans, and Offline and Online Marketing. Created a narrated script, visuals and screen transitions, interactions, and animations along with setting objectives and corresponding assessment.

**Instructional Design Consultant 1/06 to 9/06**  
**Enerdynamics Energy Education**

Designed and developed a series of six e-learning modules on Electricity Systems, Markets, and Operations for an Energy Education company. Created a narrated script, visuals and screen transitions, interactions, and animations. Designed and set lesson objectives, corresponding assessments, and online module evaluations.

**Instructional Design Contractor 2/05 to 11/05**  
**Charter Communications**

Created Leadership and Management Curriculum for high-level instructor led training to management teams and executive level leaders on subject areas such as:

- Leadership
- Communication Skills
- Motivation
- Problem Solving
- Role Modeling Effective Management
- Essential Business and Management Skills - Time management, Paperwork, Organization skills, Human Resources, Conflict Resolution, Meeting Protocol
- Executive Leadership Development
- Front line and Mid Level Leadership Development

**Instructional Designer consultant/contractor 8/04 to 10/04**  
**Zenodata Corporation**

Designed and documented content to train operators in real estate and legal

document title search, technical, software, and database entry skills. Designed and developed an online corporate intranet manual, which trained software and database skills to an out-sourced workforce, while developing out-sourced employee training. Consulted and made recommendations for enhancement of management, orientation, and leadership training. Observed, evaluated, and made recommendation for improving out-sourced trainer skills and management. Provided usability assessment and needs analysis for end-user customer/sales and marketing product training.

**Instructional Designer, 6/03 to 12/03**  
**Information Learning Technologies Department, University of Colorado, Denver**

Researched and redesigned online training courses in E-College for Professors J. Dunlap and B. Wilson at UCD on "Designing E-learning," and "Current Trends and Issues in Information Technology."

**Instructional Designer, 12/01 to 6/03**  
**Center for Innovations in Teaching and Technology, University of Colorado, Denver**

- Assisted and supported clients in technology tools and applications.
- Presented workshops on: Internet Training, Inspiration, Video Editing, Accessible Design, Fireworks, Assessment and Electronic Portfolios.
- Created websites and designed technology training and support for faculty, departments, and programs at all CU campuses.
- Provided support and assisted in the design and development of digital portfolios for faculty, students, and departments.
- Researched leadership training in both corporate and academic venues.
- Developed Emerging Leaders Program website.
- Managed Electronic Portfolio Assessment project; coordinated, and presented at CU faculty assessment committee meetings.
- Beta tested the Personal Learning Portal created by David Gibson.
- Worked with individual departments and faculty in the SOE, Communications, Education Leadership, Business, Nursing, and Health Science to assess needs and support training in assessment criteria.
- Researched expert sources and client needs, as well as past student and faculty portfolio users for performance assessment of digital portfolios.
- Created and developed the Electronic Assessment Portfolio instructional website to assist learners in assessing their needs and understanding assessment portfolios (see site link below).
- Presented and taught training for digital assessment including SOE students and faculty users via the Electronic Assessment Portfolio site.
- Managed online Laboratory Safety Training project for CU campuses.
- Met with laboratory supervisors, faculty, and students to observe and assess lab safety needs. Then prototyped design of programmed instructional LS web site for all CU campuses.
- Developed training tools for the Auroria Campus Library to assess and improve their research training courses for students.
- Researched and participated in grant writing projects and RFPs.

**Contract Teacher and Community Liaison, Colorado 9/95 to 6/01**  
**Horizon's Alternative School, Boulder,**

- Facilitated and developed instructional programs with K-8 teaching teams.
- Wrote award winning educational grants and curriculum.
- Designed curriculum and instructed K-8 students in: Video Filming and Editing, Photography, Art, Art History and Archaeological Science.
- Coordinated community resources for an educational program.
- Interviewed, hired, and evaluated non-contract teachers for a K-8 Boulder Valley public school program.

**Contract Archaeologist, 6/86 to 12/86**  
**U.R.S. Corporation, Santa Barbara, California**

Researched, identified, and catalogued artifacts for an Oil Platform pipeline project being constructed through a Chumash Indian site at Fort Vandenberg Air Force Base.

**Health Care Coordinator, 9/85 to 6/86**  
**Professional Home Health Care, Boulder, Colorado**

Coordinated 100 employees for 300 clients in a health care program. I was responsible for scheduling, client support, and health worker: RNs, LPNs, home health aids and homemaker placement.

**Archaeological Field Worker and Lab Technician, 6/80 to 6/81**  
**University of Maine, Portland, Maine**

Surveyed and excavated coastal Indian sites in the islands of Casco Bay, Maine. Excavated a site on Mosier Island with a field excavation crew for 8 weeks. Researched, analyzed, and catalogued artifacts at the University of Maine's Archaeology lab.

**Social Worker, 9/76 to 6/80**  
**Peoples Regional Opportunity Program, Portland, Maine**

- Assessed and coordinated clients' needs and services with other agencies such as: AFDC, WIC, Medicaid, health care agencies, Legal Aid, Protective Services, and substance abuse intervention providers to meet their needs.
- Other populations I've worked with have included a Juvenile Restitution Program, Women's Shelter, Senior Adults, Tibetan Refugees, Afghan women, and developmentally disabled.
- Trained in short-term counseling, crisis intervention, and mediation to assess needs and give referrals.

## Client Testimonials

"Kim's Brain is a resource that I now keep in my toolbox that helps me to focus on the emerging opportunities for using both the Internet and Presentation Technology to further my companies success. I am a busy CEO, and I know that I need to stay current on how best to use the new Digital Frontier, but I don't have the time or money to do it right. Kim has brought me excellent value as a personal resource on these issues."

Eric Lombardi  
President and CEO of Eco-Cycle

"Kim helped us take our existing online training to a whole new level with her expertise in designing and developing online courses. Our new line of training products is much improved for having worked with Kim."

Bob Shively  
Partner  
Enerdynamics LLC

" When it came to designing a companion Web site for *A Public Betrayed*, we were at a complete loss. Kim was a lifesaver, coming up with a fantastic conceptual framework along with the rough outline of super-attractive, user-friendly, and very appropriate graphics. In addition to selling our book, we wanted to make the site an educational venture, and Kim was able to help us present a lot of information in a very accessible manner. Her knowledge of the way people actually use Web sites allowed us to avoid many typical user problems and snafus. Kim worked extremely well within our team to create an informational, text-heavy but nonetheless attractive and user-friendly Web site. We are very pleased!"

Susan Bouse, Phd,  
Publishing Consultant  
Bouse Editorial

"After a fairly extensive search for the right contractor, we hired Kim to help us create an interactive, web-based training that would enable enrollment workers at Colorado's Federally Qualified Health Centers to assist patients in becoming enrolled in Medicaid. Kim's wealth of knowledge has allowed us to take our initial conceptions and see them come to fruition. Her incredible calmness, and 'can do' attitude have been a much needed source of sanity to what was otherwise feeling like a monumental task. Kim has been extremely easy to work with - asking the right questions at the right time to help us make a product that will truly be of benefit and value to our clients."

Cherri J. Pruitt  
Policy Analyst  
Colorado Community Health Networks

"Kim has excellent ideas and vision. She is able to see the larger picture of training in an organization, as well as its many parts. Her ideas are creative and based on sound adult learning theory and instructional design principles. She also has sensitivity to differences spanning cultural and learning environments. One of her strongest attributes is her ability and willingness to research a training problem and approach it from several different angles."

T. Rapplean Training Manager  
Zenodata Corporation

"In her position with CITT, Ms. Hansen worked as a trainer, project leader, and consultant with faculty. She worked with faculty helping them to use technology in their teaching, organizing and delivering training, and developing electronic portfolio projects for UCD. She is an excellent consultant and a patient teacher. Ms. Hansen also works well in a team situation. Everything we do in CITT is a collaborative venture among several people. She worked well as both leader and team member. She is a relaxed, self-directed person who is not troubled by ambiguity or frequently changing job requirements. She was a pleasure to work with."

Scott Grabinger, Phd Director,  
Center for Innovations in  
Teaching and Technology

"Hosting web course development workshops; programming stand-alone web courses in Dreamweaver; researching and developing a database matrix of leadership development courses and strategies; helping create the University Leadership Development website. If this sounds like a wide-ranging list, that's because Kim was a quick study and was willing to tackle technologies she had never engaged. Her social interaction skills were valued at CITT: she worked well with our faculty clients and demonstrated trainer-level platform skills, and she did all of her projects with enthusiasm and good humor. Kim would work best in a technology leadership position, such as a manager who develops technology curriculum, oversees its implementation, and guides its subsequent evaluation."

Martin Tessemer, Phd, Director  
Center for Innovations in  
Teaching and Technology

"Kim has good technology skills in web site design and development, digital portfolio software, digital assessment programs, graphic presentation software programs, and database tools. She has particular expertise in the area of performance-based assessments and portfolios, supporting both faculty and students in these assessment practices. Kim is self-directed and works well with others. She likes to organize teams to tackle problems. She has good values of creativity, human connection, learning communities, and humane use of technology."

Brent Wilson, Phd, Professor and Coordinator  
Information Learning Technologies

"Kim's contributions always reflected an understanding of the audience, an ability to engage participants in discussion, and a sensitivity to group dynamics. She researched and collected appropriate online resources to support the learning activities. With very little input from me, Kim kept the project on schedule, and kept me on schedule! Without her creative energy and support, this course would not be ready for the spring semester."

Johanna Dunlap, Phd, Professor  
Information Learning Technologies

## **Relevant Site Links**

### **Boulder County Business Report Article**

<http://www.transformativedesigns.com/bcbr.html>

### **Charter Communications**

<http://www.charter.com/Visitors/Home.aspx>

### **Center for Innovations in Teaching and Technology**

<http://thunder1.cudenver.edu/citt/>

### **Eco-Cycle**

<http://www.ecocycle.org/>

### **Electronic Assessment Portfolio Website**

<http://thunder1.cudenver.edu/citt/eap/>

### **Emerging Leaders Website**

<http://www.cudenver.edu/citt/elp/index.htm>

### **Enerdynamics Energy Education**

<http://www.enerdynamics.com>

**Click here** [for sample of e-Learning training](#)

### **Get Started Media**

<http://www.getstartedmedia.com/main.html>

### **Surveying the Past – Teaching Archaeology to Children**

<http://www.transformativedesigns.com/archaeology/index.html>

### **Online Masters Portfolio**

<http://www.transformativedesigns.com/portfolio/index.html>

### **Passageways Institute**

<http://www.passageways.org/>

### **Published Book Instructional Websites**

A Public Betrayed

<http://www.apublicbetrayed.com>

Peaceful Piggy Meditation Site

<http://www.kerryleemaclean.com/index.html>

**Articles for the International Society for Performance Improvement**

<http://www.ispi-frc.org/newsletter/features/conferences.htm>

<http://www.ispi-frc.org/newsletter/archive/winter2004/index.html>