

Sara Rayman

sara@sararayman.com

My personal mission statement:

To lead by serving and to help others succeed in fulfilling their purpose.

Areas of professional interest:

Leadership and Team Development, Instructional Design, Information Technology and Audio Visual Management, Technology Training, Faculty Development, Technical Direction, Live Event Production

EDUCATION

- ↘Trevecca Nazarene University - Masters of Organizational Leadership – October 2015
- ↘Trevecca Nazarene University - B.A. – Management and Human Relations - May 2014
- ↘Boise State University - A.A.S. - Broadcast Technology - May 1999
- ↘Caldwell Senior High School - Graduated 1996

PROFESSIONAL EXPERIENCE

↘Capital Education, LLC – Instructional Designer - Nashville, TN/Chicago, IL

October 2015 – Present <http://www.capitaleducation.com>

Responsibilities: Work with partner institution faculty members and subject matter experts in conjunction with internal lead designers, editors, program directors and media personnel to define, design and rapidly build, author, and document specific graduate and undergraduate online course elements including scenarios, tasks, deliverables, and all other course elements. Design and develop engaging courses that meet learning objectives and motivate students, collaborate with stakeholders to develop and collect materials which support student learning, analyze and improve under-performing courses, maintain strong collaborative relationships with team members, and manage multiple projects to strict budgets and deadlines.

↘Trevecca Nazarene University – Online Learning Specialist - Nashville, TN

October 2014 – October 2015 <http://www.trevecca.edu>

Responsibilities: Work within the Center for Innovative Instruction team to provide excellent service to faculty and students in creating quality education using engaging instruction. Support and enhance the Innovative Instruction tools such as the Online Learning Management System and instructional software, as well as collaborate on design and development of online courses. Serve as the technology expert to provide training and support for instructional technology online, hybrid, and face-to-face. Work with content experts and faculty to implement technologies that more highly motivate students while assessing the effectiveness of adopted technologies. Familiar with LMS systems such as Sakai, Blackboard, Canvas, etc.

↘Trevecca Nazarene University – Director of Technical Services - Nashville, TN

July 2011 – October 2014

Responsibilities: Direct a team of 10+ people who provide superior customer service and technical support including IT and AV services to the TNU campus community of approx. 400 employees and 2,000 students with 65 smart classrooms and 15 event/conference rooms. Manage the client services including helpdesk, desktop support, audio visual, event production services, technical purchasing, employee scheduling, hiring, training, hardware rotations, software licensing, technical integration, end user functionality, equipment repair, warranty service, research future technology, and design new construction projects. Familiar with all aspects of campus IT and AV including Dell computer hardware, Apple Mac hardware, mobile devices, multifunction printers, learning management system software, Windows XP/7/8, Microsoft Office 2007/2010/2013, instructional software, purchase order process, and budget review.

➤ **Trevecca Nazarene University – Audio/Visual Manager - Nashville, TN**

July 2009 – July 2011

Responsibilities: To hands-on manage all aspects of technology for Audio/Visual usage on the TNU campus including event services, upgrading and maintaining classroom instructional technology, new building and project installations, scheduling technical staff, managing and hiring technicians, coordinating equipment usage, purchasing and maintaining portable equipment, along with recommending possible policy improvements, efficiency enhancements, and future upgrades. Familiar with all aspects of campus technology including Crestron control systems, Yamaha digital sound consoles, HD video input devices and matrix switchers, interactive touchscreen technology, video conferencing/distance learning systems, lighting operation, signal flow, concert setups, and event production equipment.

➤ **Lodging & Hospitality Management – Audio/Visual Coordinator - St. Louis, MO**

August 2006 – May 2009

<http://www.lhmc.com>

Responsibilities: To act as a primary individual responsible for the setup, operation, and breakdown of audio, video, projection, and lighting equipment for all LHM hotel properties in the St. Louis area. To interact directly with internal and external clients to meet and exceed their needs and apply floor up-selling techniques, where appropriate. Develop proficiency in all company computer systems and software programs. Assist team with proper security, storage, inventory, transportation and maintenance of equipment. Trained others to do the same.

➤ **Event/Theatre Technician – Branson, MO**

July 2000 - December 2005

Responsibilities: Developed technical, service, and management experience while providing sound, light, video, and stage direction to various shows including: 'The Gatlin Brothers Show' featuring Pam Tillis and the Lennon Sisters, 'Siegfried and Roy Presents: The Darren Romeo Show', 'The Moody Blues', 'The Beach Boys', 'Three Dog Night', 'Ronnie McDowell and the Jordinaires', Paul Harris, Kirby Van Burch Magic, Sons of the Pioneers, and Acrobats of China. Trained others to do the same.

➤ **U S West Foundation WOW Project - Education Instructor - Boise, ID**

June 1999 - June 2000

Responsibilities: Travel to communities within the state and set up a mobile network of several laptop computers to teach students, educators, and community members about the uses of computers, display technology, and internet including web page design, email, and search engines as part of an outreach non-profit program.

OTHER EXPERIENCE

Web Design including HTML coding

Adobe CS Suite including Photoshop, Dreamweaver, Premiere Pro

Other Software: Final Cut, ProTools, Camtasia, Sakai, Canvas, BlackBoard

Artistic Photography – www.sararayman.com

PROFESSIONAL CERTIFICATION

Leadership Development and Team Building: SkillPath Seminars: November 2010

Crestron Control Systems: Essentials and Foundations of Programming: July 2010

Society of Broadcast Engineers:

➤ Certified Broadcast Technologist: December 1998-January 2004

➤ Certified Broadcast Radio Operator: May 1998-July 2003

➤ Certified Broadcast Television Operator: May 1998-July 2003

PROFESSIONAL REFERENCES – Available on Request