

Sara Rayman

615-642-3068

sara@sararayman.com

online portfolio: www.sararayman.com

1917 Valley Park Dr. Nashville, TN. 37216

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

PROFESSIONAL EXPERIENCE

- **Training and Development Manager – Gresham Smith - Nashville, TN**

April 2019 - Present

Champion the firmwide strategic initiative of personal development and professional growth for all employees including leadership development. Oversee the learning team to develop, implement, and maintain firmwide and specialized training programs which enhance the knowledge and skills of our employees. Act as a strategic adviser, learning consultant, training team manager, subject matter expert, content developer, quality manager, and trainer.

- **Training and Development Specialist – Gresham Smith - Nashville, TN**

March 2016 - Promoted in April of 2019

- Support the Firm's in-house training programs by serving as key liaison between training and development manager, employees, and vendors.
- Coordinate, develop, facilitate, and deliver an engaging learning experience for employees including instructor led classes, online courses, and hybrid experiences.
- Ensure all course preparations, schedules, logistics, content, and materials are ready for topics such as New-Hire On-Boarding, Time Management, Project Planning, Employee Performance, Team Building, CPR/First Aid/AED/Safety, and specialize in the Leadership Development program.
- Manage the Learning Management System transition project to facilitate the efficiency of the organization's training modules and enhance the learner experience.

- **Remote Instructional Designer - Capital Education, LLC - Nashville, TN/Chicago, IL**

October 2015 – March 2016

- Work with partner institution faculty members and subject matter experts in conjunction with internal lead designers, editors, program directors and media personnel to collect materials which support student learning.
- Define, design, rapidly build, author, and document graduate and undergraduate online course elements, completed 26 courses during this time period.
- Develop scenarios, tasks, deliverables, and all other course elements to design engaging courses that meet learning objectives and highly motivate students while analyzing and improving under-performing courses.

- **Online Learning Specialist - Trevecca Nazarene University - Nashville, TN**

October 2014 – October 2015

- Work within the newly created Center for Innovative Instruction team to CAPTIVATE attention, IMAGINE the possibilities, and INNOVATE for the future in online learning.
- Provide excellent service to faculty and students using engaging instruction and implement technologies that more highly motivate students.
- Serve as the technology expert to provide training and support for instructional technology online, hybrid, and face-to-face.
- Serve as the LMS transition project manager including scheduling, content changes, train the trainer sessions, ongoing support, successfully completed this project with high satisfaction rating.

- **Director of Technical Services - Trevecca Nazarene University - Nashville, TN**
July 2011 – Promoted in October of 2014
 - Direct a customer service team of 10+ people who provide IT and AV technical support to the TNU campus of approx. 400 employees and 2,000 students with 65 smart classrooms and 15 event rooms.
 - Manage the client services area including helpdesk, desktop support, audio visual, event production services, technical purchasing, employee scheduling, hiring, training, hardware rotations, software licensing, technical integration, equipment repair, research future technology, and design new construction projects.
 - Familiar with all of IT and AV instructional software, purchase order process, and budget review.
- **Audio/Visual Manager - Trevecca Nazarene University - Nashville, TN**
July 2009 – Promoted in July of 2011
 - Hands-on manage all aspects of technology for Audio/Visual usage on the TNU campus.
 - Direct event services, upgrade and maintain classroom instructional technology, new building and project installations, schedule technical staff, hire technicians, coordinate equipment usage, purchase and maintain equipment, recommend policy improvements, efficiency enhancements, and future upgrades.
 - Familiar with all aspects of campus technology including Crestron control systems, 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.
- **Audio/Visual Coordinator - Lodging & Hospitality Management - St. Louis, MO**
August 2006 – May 2009
 - 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.
 - Interact with clients to exceed their needs, applying up-selling techniques, where appropriate.
 - 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
 - Develop technical management experience while providing sound, light, video, and stage direction.
 - Shows included: 'The Gatlin Brothers Show', Pam Tillis, Lennon Sisters, 'Siegfried and Roy Presents: The Darren Romeo Show', 'The Moody Blues', 'The Beach Boys', 'Three Dog Night', 'Ronnie McDowell and the Jordinares', Paul Harris, Kirby Van Burch Magic, Sons of the Pioneers, and Acrobats of China.
 - Trained others to do the same.
- **Education Instructor - U S West Foundation WOW Project - Boise, ID**
June 1999 - June 2000
 - Travel to communities within the state and set up a mobile network of several laptop computers.
 - Teach public students the uses of computers, display technology, and internet including web page design, email, and search engines as part of an outreach non-profit program.

EDUCATION	OTHER EXPERIENCE
Master of Organizational Leadership 2015 – Trevecca Nazarene University	Web Design including HTML coding, Artistic Photography
B.A. – Management and Human Relations 2014 – Trevecca Nazarene University	Adobe CS Suite including Photoshop, Illustrator, Dreamweaver, Premier, Captivate
A.A.S. - Broadcast Technology 1999 – Boise State University	Other Software: Final Cut, ProTools, Camtasia, Articulate, PowToons, Sakai, Canvas, BlackBoard