

JULIE KENNEDY

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IT TRAINER, TRAINING DEVELOPER & ADMINISTRATOR

PROFILE

Trainer/developer with over 10 years experience in:

- office technology
- documentation
- train-the-trainer
- large-scale rollouts
- planning, coordination, scheduling
- online instruction

Radio disc jockey, news writing, and AV production experience enables me to record voice-overs, write training scripts, and act as a 1-person team to develop training and movies for just-in-time deployment.

Project management training and experience using MS Project.

Expert in MS Office, Dreamweaver, Captivate, Photoshop, and SnagIt.

PROJECT EXPERIENCE

Kent State University IS Division, Kent, OH 2006-present
Training Coordinator: Enterprise Resource Planning System Implementation

Responsible for on-demand development of end user training in support of a two-year systems rollout. Rapid development/deployment of training presentations, documentation, hands-on training, training movies, train-the-trainer instruction, and coordination/support of scheduling and training sites for seven locations in NE Ohio.

Co-chair, Division Communications Workgroup 2006-present

Member, Process Improvement (ITIL) Group 2006-present

Kent State University New Media Center, Kent, OH 1998-2006

Training Coordinator, User Support and Administration: Web Content Management System

In response to software trends and client demand, developed and conducted training in office, web, and multimedia technologies for faculty and staff at a large state university.

Administered a CMS for online instruction used by 15K students, trained faculty in the development and management of web courses.

Developed and administered training rollouts for MS Office and Lotus Notes to 3000+ employees.

RECENT PROFESSIONAL CERTIFICATIONS	Using Macromedia Captivate Macromedia University, Adobe Corporation	2006
	Train the Trainer Sungard Higher Education, Malvern PA	2006
	Distance Education Trainer Certification University of West Georgia, Carrollton GA	2006
	Marketing the Library Kent State University, Kent, OH	2006
EDUCATION	Master of Library Science. Degree, Kent State University, Kent, OH	1988
	Bachelor of Science Degree, Journalism and Communications University of Hawaii, Honolulu, HI	1982
PROFESSIONAL AFFILIATIONS	Member, American Society of Training and Development and Northeast Ohio ASTD-Akron chapter Member, American Library Association	