



# AMMON SMITH

Instructional Designer

## OBJECTIVE

I am an instructional designer seeking new employment in the field of technology, where I may contribute my knowledge and skills to build an efficient and productive environment that will serve the needs of the institution and all its stakeholders.

## CONTACT

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ammonsmith.com  
[http://www.partnersuccess.com/  
STC Portfolio](http://www.partnersuccess.com/STC Portfolio)  
[https://smithdesignmfg.com/  
LinkedIn](https://smithdesignmfg.com/LinkedIn)

## SKILLS

Accountability  
Adaptability  
Collegiality  
Critical Thinking  
Integrity  
Leadership  
Patience  
Problem Solving  
Public Speaking  
Research  
Technical Writing  
Visual Design

## EDUCATION

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### Full Sail University

2014 - 2015  
Master's Degree: Instructional Design and Technology  
Graduation: June 1, 2015  
GPA: 4.0 – Valedictorian, Course Director Award

### University of Phoenix

2010 - 2012  
Bachelor's Degree: Business and Marketing  
Graduation: January 23, 2012  
GPA: 3.29

## WORK EXPERIENCE

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### Smith Instructional Design & Technology LLC - Owner

2019–Present  
Owner, course developer, analyst  
Manage executive, corporate, education, and government accounts  
Comply with accessibility law  
Deploy innovative eLearning and presentation design services  
Use rapid design and distribution methods (virtual, classroom, blended, and multi-media)  
Use skillful application of adult learning  
Adapt materials for e-learning, mobile, and social tools  
Ensure engagement, knowledge transfer, and skill development  
Use latest cutting edge instructional design software  
Work directly with clients and SMEs to determine needs and solutions  
Manage all aspects of business daily including billing, financing, record keeping, taxes, budgeting, NDA agreements, contract negotiations, software needs & licensing, contracting of additional 3rd party company work  
Create content compliant with laws and regulations  
Utilize multitude of Learning Management System  
Provide consulting services to clients on hardware and software needs  
Produce high quality video, advertising, and marketing materials

## TECHNOLOGY PROFICIENCIES

Adobe  
Apple Suite  
Articulate  
Blackboard  
Google Apps  
iWork Package  
Microsoft Office  
Quickbooks  
Social Media  
Techsmith  
Windows Operating Systems

### **Success Training & Consulting – Instructional Designer**

2016–Present

Manage executive, corporate, education, and government accounts  
Comply with accessibility law  
Deploy innovative eLearning and presentation design services  
Use rapid design and distribution methods (virtual, classroom, blended, and multi-media)  
Use skillful application of adult learning  
Adapt materials for e-learning, mobile, and social tools  
Ensure engagement, knowledge transfer, and skill development  
Use latest cutting edge instructional design software  
Work directly with clients and SMEs to determine needs and solutions  
Create content compliant with laws and regulations  
Utilize multitude of Learning Management System  
Provide consulting services to clients on hardware and software needs  
Produce and edit high quality instructional video content

### **Southeastern Oklahoma State University Adjunct Instructor**

2015–Present

Designed semester-long curriculum for seven Art classes including:

- Art Appreciation
- 3D Design
- 3D Printing an Emerging Technology
- Art History
- History and Theory of Design
- Typography
- Comics and American Culture

Schedule assignments and class events

Communicate updates to students, faculty, and staff

Resolve student conflicts and maintain classroom control

Monitor student status through online Blackboard LMS

Provide status updates to students and organize online grading

Provide tutoring and hands on assistance to struggling students

Develop and implement class curriculums

Design syllabi for courses taught

Create and prepare essay prompts and assignments

### **Smith Design & Mastersmiths – Marketing and Design Representative**

2012-2013 & 2014-2016

Find and secure clients

Liaison between client and business leaders

Present, recommend, and sell merchandise

Create, edit, and distribute marketing materials

Design and draw concepts for clients

Present proposals to builders, homeowners, designers, and architects

Negotiate contract terms

Explain production processes, limitations, services, and benefits

Manage digital database of all images/videos/archive off all projects

Travel throughout United States

Respond to phone calls and emails

Schedule appointments

**Department of Human Services, Johnston County – Child Welfare Worker**  
2013-2014

Conduct investigations regarding child safety  
Interview parents, children, and relatives regarding child safety  
Visit the foster homes of children monthly  
Gather evidence in cases  
Maintained regular communication with medical staff and professionals  
Johnston County, OK  
Travel as needed for training opportunities  
Travel as needed to meet child needs  
Follow all state and federal laws regarding cases and child safety  
Appear in court as needed anywhere in the State of Oklahoma  
Meet with community leaders as needed regarding investigations  
Proficiency in State LMS  
Provide lengthy, detailed reports to in criminal and child custody cases  
Develop treatment plans for parents  
Respond to emergency calls as needed by OKDHS or local police

**PRC/Alorica – Team Manager**

2007-2011

Manage a team of 20 to 30 employees  
Real time monitoring of employee performance metrics, schedule adherence, and disciplinary action  
Conduct job interviews  
Answer questions regarding the SAT test  
Coach/train agents regarding how to improve metrics and policy changes  
Follow through with disciplinary actions on agents not performing their responsibilities  
Speak with irate callers at times in hopes to resolve their concerns  
Keep performance records and statistics on all agents on my team  
Develop ways to better serve our clients and agents  
Perform regular software stability checks as needed after server maintenance

**REFERENCES**

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Keith Kemsley  
Success Training & Consulting  
(214)549-5322

Francis Stout Helling  
PRC/Alorica  
(580)579-2002

Shannon McCraw  
Southeastern Oklahoma State University  
(580)920-5180

Brigham Smith  
Mastersmiths  
(214)537-2712