

Jamie Cyphers

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Summary of Qualifications

- Driven professional who has experience in higher education, serving in both teaching and administrative capacities.
 - Strong facilitation and teaching skills for traditional and non-traditional students, as well as populations with diverse backgrounds.
 - Dedicated to lifelong learning, to reflective practices, and to staying current in pedagogical strategies and theories.
 - Excellent verbal and written communication skills.
 - Proven capabilities working both collaboratively and independently.
 - Organized, creative, and committed to providing quality work.
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Education and Certification

Master of Science in Instructional Technology
Certificate of Online Teaching and Learning
University of Tennessee, Knoxville, TN: 2016

Bachelor of Arts in English Education
East Tennessee State University, Johnson City, TN: 2008

Associate of Arts in English
Northeast State Community College, Blountville, TN: 2006

Work Experience

KFA Nonprofit Funding Solutions; Johnson City, TN

2017 – Present Instructional Design Consultant

- Designs and develops online training for nonprofit funding solutions
- Collaborates with SMEs to develop course material
- Performs quality checks to ensure that all materials were accurate and effective
- Designs and implements assessment in learning management system
- Develops instructional activities and interactions

Tusculum; Greenville, TN

2017 – Present Instructor of Talent Development

- Develops and teaches face-to-face and online courses for traditional aged and adult students.
- Participates in curriculum/program development and assessment.
- Adapts course material to provide optimum learning experience for both traditional/non-traditional students.
- Maintains well-organized, accurate grade book and provides prompt reporting of student data as needed.
- Builds and maintains knowledge of all Tusculum policies, procedures, and resources.
- Actively attends and participates in both division and faculty meetings.
- Serves as co-advisor for Tusculum Education Club.

Northeast State Community College (NeSCC); Blountville, TN

2015 – 2017 Secretary II: Regional Center for Advanced Manufacturing (RCAM)

- Prepared correspondence, documents, and reports for RCAM Director and staff.

Work Experience (*Continued*)

- Performed general administrative duties such as word processing, filing, and answering phones.
- Developed and maintained RCAM master schedule for courses, meetings, workshops, and training sessions.
- Monitored inventory of necessary office supplies to support RCAM activities.
- Handled timesheet records and data for instructors and other staff as needed.
- Maintained performance measures and files pertaining to RCAM activities and training.
- Maintained student information as required by administrative procedures.
- Provided superior service to RCAM students, visitors, and guests.
- Served as the Social Media Strategist for RCAM.

2009 – 2014 Adjunct: Humanities, Behavioral & Social Sciences:

- Utilized active learning methods and a variety of instructional strategies designed to assist learner in meeting course objectives.
- Provided students, as well as coworkers, with timely and effective feedback as needed.
- Adapted course material to provide optimum learning experience for both traditional and non-traditional students.
- Built and maintained knowledge of all NeSCC policies, procedures, and resources as well as developments and practices in Reading and Writing.
- Maintained well-organized, accurate grade book and provided prompt reporting of student data as needed.
- Utilized multiple software programs to create and maintain course material and information.
- Self-starter capable of working without direct supervision while providing consistent and quality work.
- Actively attended and participated in Professional Development workshops, seminars, and professional conferences including TYCAT and CCCCs.

Computer and Technology Skills

Experience with instructional software and systems (Desire to Learn (D2L), Blackboard, Moodle, Canvas, TalentLMS); lesson building software (Adobe Captivate, Articulate Storyline (360), Camtastia, Jing); web conferencing/webinar software (Adobe Connect, Webex, Zoom), video/audio/image editing software, and content management systems (Wordpress, Blogger). Experience in web design and development. Proficient in most internet and email platforms, Microsoft Office for PC and Mac, Academic Research Methods, Library Systems, and Banner.

Academic Presentations & Workshops

Chapman-Rambo, C., & Cyphers, J. (2016). *Assisting, Faculty with ESL Instruction: A D2L-based Approach to Professional Development*. Presentation at the annual conference of the Two-Year College English Association -- Southeast chapter, Knoxville, TN.

Ramey, J. & Cyphers, J. (2016). *Creative Commons, Copyright, and eTextbook Authoring*. Professional development workshop presented to faculty and staff at Northeast State Community College – Blountville, TN.

Community-Related/Professional/Academic/Service Activities

2017 - Present Member of Association of Talent Development (ATD)

2016 - Present Member of International Society for Technology in Education (ISTE)

2016 - 2018 Member of Association for Educational Communication & Technology (AECT)

2015 - Present' Volunteer: Tutor, Web and Training Development. Literacy Council of Kingsport

2014 - Present Member of Gamma Beta Phi, Honors Society

Community-Related/Professional/Academic/Service Activities *(Continued)*

- 2013 - Cofounder, SYNC: non-profit organization promoting pursuit of higher education by adult learners
- 2012 - 2013 Northeast State\ President's Targeted Leadership Development Program
- 2012 - 2015 Faculty Senate Adjunct Representative, NeSCC
- 2011- Conference on College Composition and Communication (or CCCC) PEP Grant Recipient
- 2010 - Lifelong Member of Two Year College English Association of Tennessee (or TY CAT)
- 2008 - Present Member of National Council of Teachers of English
- 2005 - Present Member of Alpha Sigma Lambda, Adult Honors Sornri1y