

Amanda Schwanke

Email: amandaschwanke@shaw.ca
Phone: (780) 863-5498

Skills Inventory

- Proven organizational, planning, leadership and motivational skills
- Possesses extensive experience with Microsoft Word, PowerPoint and Excel
- Exhibits strength as both an independent worker and collaborative member
- Excellent oral and written communication skills
- Exhibits creativity and adaptability in facing new challenges
- Possesses extensive experience with instructional design practices and adult learning
- Demonstrates an excellent understanding of HTML and CSS coding
- Proven aptitude as a quick and capable learner
- Possesses a keen sense of design in promotion of communicative clarity and aesthetic appeal

Education

BSc (Specialization in Psychology, Industrial Internship Program).....Completed 06/2011
with Distinction
High School Diploma (International Baccalaureate Certificate in English)..... 2006

Professional Experience

Centre for Teaching and Learning, University of Alberta.....since 05/2011
Learning Management System (LMS) Support Assistant

- Provides professional, and on-going quality technical support for faculty through phone and email correspondence
- Facilitates the campus-wide LMS migration project:
 - Offers individual consultations and staff training assistance in fostering the effective use of new LMS technology by users of all levels
 - Provides detailed analyses and issues documentation related to LMS features testing and conversion processes for the purposes of streamlining future production procedures
 - Contributes to a public-facing knowledge base of articles and in-depth tutorials concerning the effective use of LMS technology as well as basic troubleshooting

Instructional Technology and Resources Lab, University of Alberta.....05/2009 - 04/2011
Instructional Technology Intern

- Designed, implemented and maintained various website and survey projects using HTML, CSS, Adobe Dreamweaver, Fireworks, and Photoshop
- Assisted staff and graduate students with various visual design projects, including Microsoft PowerPoint presentations and academic research posters
- Coordinated the Information Literacy Program at the University of Alberta, presenting detailed information sessions about the Program in addition to handling student concerns and inquiries
- Provided ongoing quality support and assistance in developing and evaluating instructional technologies in collaboration with departmental staff

Key Accomplishments

- Designed, developed and implemented a comprehensive set of interactive online Information Literacy Tutorials for the purposes of enhancing undergraduate research skills (these tutorials are currently being used by approximately 5000 students a year as a mandatory component of Introductory coursework in the Department of Psychology)
- Presented the schematics for said Information Literacy Tutorials at the Canadian eLearning Conference in 2010
- Developed 10 unique websites

Pegasus Paper Ltd......08/2008 - 02/2009
Warehouse Labourer

Royal Treats.....08/2008 - 02/2009
Server

Shoppers Drug Mart.....04/2006 - 08/2008
Supervisor; Pharmacy Assistant; Photo Lab Technician; Merchandiser

Awards and Scholarships

- Jason Lang Scholarship 2010
- University of Alberta Academic Excellence Scholarship..... 2006
- Alexander Rutherford Scholarship..... 2006
- Andy Avdimiretz Memorial Citizenship Award..... 2006
- County Clothes-Line Foundation Academic Award..... 2006

Conference Presentations

Schwanke, A., & Varnhagen, C. (2010, June). *Changing with the Times: InfoLit v. 2.0.* Project presented at the Canadian eLearning Conference, Edmonton, AB.