

Tiffani K. Reardon
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EDUCATION

Master of Science, Instructional Design and Technology

2014-2016, Georgia State University, Atlanta, GA, GPA: 3.8

Related Awards

Outstanding M.S. Student, College of Education and Human Development Learning Technologies
Division, for academic achievement, teaching expertise, community service, and a commitment to
excellence 2016

Who's Who among Students in American Colleges and Universities, 2016

Bachelor of Arts, English

2010-2014, Kennesaw State University, Kennesaw, GA, GPA: 3.2

Related Awards

Undergraduate Scholar of Research and Creative Activity, for design and launch of Global Library in
collaboration with Seeds of Knowledge, Center for Excellence in Teaching and Learning, 2014

Dean's List, College of Humanities and Social Sciences, 2014

Golden O's Humanitarian Award, for participating in and organizing various community service events,
Student Life, 2014

Golden O's Humanitarian Jewel Initiative Award, for organizing the most successful community service
event of the year, called "The Big Event," Student Life, 2014

Senator of the Year, Student Government Association, 2013

Best Supporting Senator of a Director, Student Government Association, 2013

Who's Who among Students in American Colleges and Universities, 2013

The Sentinel Best Recurring Column, for SGA Beat, 2012

Most Valuable Player, Student Government Association, 2012

Georgia HOPE Scholarship, 2010-2014

Related Publications

Published 28 news articles in *The Sentinel* at KSU.

Published 18 "SGA Beat" articles in *The Sentinel* at KSU.

Related Leadership and Involvement

April 2014-October 2014, Event-planning committee member, Making Strides Against Breast Cancer
Atlanta

February 2014-May 2014, Student representative on eCore subcommittee, KSU-SPSU Consolidation
Operational Working Group

May 2013-May 2014, Finance chair, Relay for Life

May 2013-May 2014, Director of External Affairs, Student Government Association

September 2012-May 2014, Team captain, spirit committee member, Relay for Life

February 2013-May 2013, Senator for the College of Humanities and Social Sciences, Student Government
Association

May 2012-May 2013, Copyeditor, *The Sentinel*

June 2011-May 2012, News writer, "SGA Beat" Writer, *The Sentinel*

Graduate Coursework, Applied Computer Science

2016-2017, University of West Georgia, Carrollton, GA

WORK EXPERIENCE

Kennesaw State University, Kennesaw, GA

May 2015-present Instructional Designer, College of Humanities and Social Sciences Office of Distance Education
Develop, design, and implement faculty development workshops for online learning, course development, and instructional technology. Peer review new online courses and 3-year re-review courses according to the Quality Matters online course assessment rubric. Hold faculty one-on-one sessions for online course help. Provide technical support for faculty developing online courses. Design and manage website for instructional technology resources. Supervise, train, and mentor student intern.

August 2017-present Part-Time Instructor of Technical Communication.

The course is an introduction to organization, style, and mechanics of technical writing. It includes practice in writing such typical documents as technical descriptions, instructions, proposals, and recommendation reports. Emphasis is placed on incorporating rhetorical theory into planning, organizing, and writing reports; designing visual aids; and editing. Among other assignments, at least one complete technical report is required.

January 2013-August 2014 Intern, College of Humanities and Social Sciences Office of Distance Education
Write, edit, and usability test instructions for instructional technology and equipment. Manage equipment inventory. Help faculty in the national award winning Build a Web Course Workshop, including teaching portions when desired. Manage website for instructional technology resources. Update data charts and graphs in Microsoft Word and Excel. Edit documents for grammar and style. Organize equipment closet.

Related Awards

Staff Member of the Year: Outstanding Team Member Award, Kennesaw State University College of Humanities and Social Sciences Faculty and Staff Awards Ceremony, April 2017

Distance Learning Administration Wagner Award, Pearson Outstanding Instructional Support for outstanding achievements in developing and implementing projects to improve support and services for distance students and faculty, 2016

Online Learning Consortium Award for Excellence in Faculty Development for Online Teaching, 2015

Related Certifications

Quality Matters Certified Master Reviewer

Quality Matters Certified Peer Reviewer

Courses Taught

Instructor, TCOM 2010, "Technical Communication." The course is an introduction to organization, style, and mechanics of technical writing. It includes practice in writing such typical documents as technical descriptions, instructions, proposals, and recommendation reports. Emphasis is placed on incorporating rhetorical theory into planning, organizing, and writing reports; designing visual aids; and editing. Among other assignments, at least one complete technical report is required.
August 2017-present.

Instructor and designer, "Writing Professional Memos and Emails." Coursera project-based MOOC in which learners work on a continuous project that is finalized at the end of the course and peer reviewed. The final project is a correct, clear, effective professional email/memo in response to a prompt. The course covers directives, progress reports, incident reports, responses to inquiries, and meeting minutes as well as various aspects of memo/email writing. The course runs for three years and is five modules long. February 2016-present.

Training Delivered

- Developer and Trainer, "Build a Web Course Workshop: Summer Edition." College of Humanities and Social Sciences Office of Distance Education, Kennesaw State University. Kennesaw, GA, summer 2017-present. April-June online faculty development workshop on creating a hybrid or online course that meets Quality Matters standards. Includes five weeks of online material, one face-to-face meeting, and two synchronous online meetings covering online pedagogy, rationale for elearning, Quality Matters, and instructional technology. This workshop is based off the Build a Web Course Workshop, which won the 2010 Sloan C Award for Excellence in Faculty Development for Online Teaching.
- Developer and Trainer, "Advanced Skills Update Workshop." College of Humanities and Social Sciences Office of Distance Education, Kennesaw State University. Kennesaw, GA, fall 2015-present. Semester-long, completely online advanced faculty development workshop. Participants update skills and learn about new trends and latest research in online learning. This workshop includes nine online modules in three categories: tools, trends, and research/pedagogy. Participants complete three modules per month as they also develop their online or hybrid courses. This workshop includes modules on advanced skills such as creating and hosting websites, creating animations, and building accessible courses. This workshop was created as a team effort with the College of Humanities and Social Sciences online coordinators and the CHSS Office of Distance Education.
- Developer, "Skills Update Workshop." College of Humanities and Social Sciences Office of Distance Education, Kennesaw State University. Kennesaw, GA, summer 2013-present. Semester-long, completely online faculty development workshop on updating skills and learning about new trends and the latest research in online learning. This workshop includes nine online modules in three categories: tools, trends, and research/pedagogy. Examples include faculty presence in online courses and best practices for mobile learning. Participants choose three modules per month as they also develop their online or hybrid courses. This workshop was created as a team effort with the College of Humanities and Social Sciences online coordinators and the CHSS Office of Distance Education.
- Trainer, "Build a Web Course Workshop." College of Humanities and Social Sciences Office of Distance Education, Kennesaw State University. Kennesaw, GA, spring 2013-present. Semester-long, hybrid faculty development workshop on creating a hybrid or online course that meets Quality Matters standards. Includes 12 training meetings covering online pedagogy, rationale for elearning, Quality Matters, and instructional technology. Two sections are offered per year, with over 250 new online and hybrid courses and a 95% satisfaction rate. This workshop won the 2010 Sloan C Award for Excellence in Faculty Development for Online Teaching.
- Guest lecturer, "Assessment in D2L." Wellstar College of Health and Human Services Online Training, Kennesaw State University. Kennesaw, GA, May 23, 2017.
- Guest lecturer, "Assessment in D2L." Wellstar College of Health and Human Services Online Training, Kennesaw State University. Kennesaw, GA, May 19, 2016.

Related Publications

- "Open Educational Resources: a Cost and Copyright Analysis." Distance Learning Administration Conference Annual Proceedings, June 2016.
- Sexy Technical Communication*. with Tamara Powell, Jonathan Arnett, Monique Logan, and Cassandra Race. A free, open, interactive technical communication textbook funded by an Affordable Learning Georgia Textbook Transformation Grant. June 2016.
- "Advanced Faculty Professional Development for Online Course Building: An Action Research Project." *Internet Learning Journal* 4.2 (2015): 103-118. with Griselda Thomas, Vanessa Slinger-Friedman, Chris Randall, Philip Aust, Joe Terantino, and Tamara Powell.

Related Grants (\$70,800 total funded)

- Principle investigator and instructional designer, 2017 Affordable Learning Georgia Textbook Transformation Grant \$30,000 for Composition I and II (ENGL 1101 and 1102) transformation with Patrice Brown, Bridget Doss, Amelia Lewis, and Laura Howard.
- Co-principle investigator and instructional designer, 2015 Affordable Learning Georgia Textbook Transformation Grant \$30,000 for *Sexy Technical Communication* with Tamara Powell, Jonathan Arnett, Monique Logan, and Cassandra Race.
- Co-principle investigator and instructional Designer, 2015 Affordable Learning Georgia Textbook Transformation Grant \$10,800 for an online course development for the Sociology OpenStax textbook with Daniel Farr.

Related Presentations

- Presenter, "MOOCs and MAFFs (Massive and Face to Face) and In Between: The Whys and Hows of Large Enrollment Courses." Online Learning Consortium Innovate Conference, New Orleans, LA, April 7, 2017.
- Panelist, "Teaching in the Digital Age." Southeastern Women's Studies Association Conference, Atlanta, GA, March 25, 2014.
- Presenter, "What Does the Research Say?: The Essentials of OER." The Unconference: KSU's Online Learning Day, Kennesaw, GA. February 24, 2017.
- Presenter, "Campfire Talk: What Can We Really Do with Smore?" Georgia Educational Technology Conference, Atlanta, GA, November 3, 2016.
- Presenter, "Open Educational Resources: A Cost and Copyright Analysis." Distance Learning Administration conference, Jekyll Island, GA, June 20, 2016.
- Awardee and speaker, Distance Learning Administration conference awards reception, Jekyll Island, GA, June 19, 2016.
- Discussion leader, Higher Education eDesign Association ThinkTank Conference, Washington, DC, April 7-8, 2016.
- Featured Speaker, "Creating and Incorporating OERs." Design Matters web event by Affordable Learning Georgia, March 23, 2016.
- Hostess, "Student Panel." The Unconference: KSU's Online Learning Day, March 4, 2016.
- Presenter, "*Sexy Technical Communication*." Reimagining the Textbook by Affordable Learning Georgia, Macon, GA, February 19, 2016. With Tamara Powell and Jonathan Arnett.
- Presenter, "Shared Experiences and Common Goals: Teaching Online Around the World," Online Educa Berlin, Berlin, Germany, December 4, 2015. With Tamara Powell, Alexandra Mihai, Jeannette Schmid, Vanessa Slinger-Friedman, and Stephen Bartlett.
- Presenter, "Gratuit! Open Educational Resources in Foreign Language Education," Georgia Educational Technology Conference, Atlanta, GA, November 5, 2015.
- Presenter, "Global Library," 19th Annual Symposium of Student Scholars and Undergraduate Research, Kennesaw, GA, April 17, 2014.

Other Related Work

- Producer, Online Geography Promotional Video, Department of Geography and Anthropology, Kennesaw State University, November 2016.
- Producer, Dawn Davenport – What Do You Look for in Technical Writers? for *Sexy Technical Communication*, Kennesaw State University, April 2016.
- Photographer, Sheriff Neil Warren Criminal Justice Endowed Scholarship Signing, Department of Criminal Justice, Kennesaw State University, March 2016.

Related Professional Development Workshops Completed

Articulate Storyline Advanced Training. Sterling Ledet & Associates, Inc. Face-to-face. May 2017.
Articulate Storyline Training. Sterling Ledet & Associates, Inc. Face-to-face. May 2017.
Exploring Digital Storytelling. Online Learning Consortium. Online. March 2017.
Creating Effective Presentations. Online Learning Consortium. Online. March 2017.
Master Reviewer Course (MRC). Quality Matters. Online. October 2016.
Exploring e-Portfolios. Online Learning Consortium. Online. August 2016.
Dealing with Difficult People. Kennesaw State University Center for University Learning. Face-to-face.
August 2016.
Exploring App Smashing. Online Learning Consortium. Online. July 2016.
Peer Reviewer Course (PRC). Quality Matters. Online. July 2015.
Applying the QM Rubric (APPQMR). Quality Matters. Online. June 2015.

Related Leadership and Involvement

July 2017-present, Senator, Staff Senate, Kennesaw State University
February 2017-present, Conference Chair, The Unconference: KSU's Online Learning Day
October 2016-present, Master Reviewer, Quality Matters
May 2015-present, Peer Reviewer, Quality Matters
November 2015-June 2017, Professional development committee member, UPCEA eDesign Collaborative
January 2015-February 2017, Conference Planning Committee member, The Unconference: KSU's Online Learning Day
June 2013-August 2015, Web designer, Seeds of Knowledge Global Library

eTiff Designs, Acworth, GA

June 2014-present Web Designer

Design websites using various programs including several listed in the computer/software skills section of this CV.
Maintain, edit, and upload websites using various webhosting software. Write, test, and supply instructions for self-sustainment of websites (based on client request).

Lockheed Martin (via ISPA, Inc.), Atlanta/Marietta, GA.

August 2014-May 2015 Associate Technical Writer, Canada French Team, Structures Specialist, C-130 Program
Perform technical edit and/or audit on technical manuals for the C-130J and C-130B-H airplanes for all clients. Edit for grammar, style, spelling, and other mechanical errors. Work closely with writers, team leads, and QA auditors to produce the most efficient manual possible. Seasonally, perform translation audit and edit on French books for Canada client. Keep track of types and number of errors for each book, as well as where in the QC process it is via Microsoft Access.

Certifications

Quality Assurance Certified

COMPUTER/SOFTWARE SKILLS

Adobe Acrobat X Pro, Adobe Dreamweaver, Adobe Illustrator, Adobe Photoshop, Adobe Premier Pro, Apache, Articulate Storyline, Audacity, Basecamp, Blackboard Collaborate, Blogger, Camtasia, Canvas, Citrix, Codecademy, Coursera, CSS, Desire2Learn, Doceri, Dropbox, Eclipse, Flip PDF Professional, Freedcamp, Gmail, GoAnimate, GoDaddy, Google Calendar, Google Docs, Google Drive, Google Hangouts, Greenshot, Hot Potatoes, HTML, iMovie, Java, JavaScript, Jing, jQuery, JUnit Testing, Kahoot, Kaltura, Lino, Mac, Mediaspace, MicroPoll, Microsoft Access, Microsoft Excel, Microsoft Moviemaker, Microsoft Office 2010-2013, Microsoft Outlook, Microsoft Sharepoint, Moodle, Mozilla/SeaMonkey, MySQL, Notepad++, Nuance (PDF Converter Professional), OmniUpdate, Open Office, Padlet, Panopto, PHP, PhpMyAdmin, Prezi, PBWiki, Quandary, Respondus, Rosetta Stone, Skype, Slack, Smore, SnagIt, SoftChalk, ThingLink, Tiki Toki, TortoiseHg, Turnitin Feedback Studio, Twine, Unhangout, VoiceThread, Voki, Weebly, Wimba, Windows 7, Windows 8, Windows 10, Wix, YouTube, Zoom

LANGUAGES

Spoken: (in descending order of fluency) English, French, Spanish

Computer: (in descending order of fluency) HTML, CSS, Java, PHP, MySQL, JavaScript, jQuery

PROFESSIONAL AND ACADEMIC ASSOCIATION MEMBERSHIPS

Master Reviewer and Peer Reviewer, Quality Matters

Member, UPCEA eDesign Collaborative

Member, Phi Kappa Phi Honors Society, Kennesaw State University

Member, Sigma Tau Delta English Honors Society, Kennesaw State University

Member, Southeastern Women's Studies Association (SEWSA)

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