

ANNA STIRLING

SUMMARY

Charismatic, tech-savvy Educational Project Coordinator with ten years of higher education experience possessing exceptional writing and editing skills that is organized, driven and effective at using efficient methods of communication to add value to the organization

HIGHLIGHTS

- Communicate effectively both orally and in writing
- Printing, graphic design and web page administration
- Social media administration
- Working knowledge of California Educational Code
- Working knowledge of educational budget and financial management
- Extensive computer software knowledge
- Extensive project and event management experience
- Photography, word processing, web design, social media and desktop publishing experience
- Experience in an educational institution
- Experience in a participatory governance organization
- Experience working with multicultural populations

EDUCATION

**Master of Science in Education
Instructional Design for Online Learning Specialization** June 2015
Capella University Minneapolis, MN

- President's List
- 4.0 GPA

**Bachelor of Science in Business Administration
Management Information Systems Specialization** August 2013
California State University San Marcos San Marcos, CA

- Magna Cum Laude
- Member Management Information Systems Society
- 3.89 GPA

Associate in Science Computer Information Systems: Programming May 2005
Associate in Science Business Administration (accounting concentration) May 2005
Mt. San Jacinto College San Jacinto, CA

- National Dean's List
- Member Phi Theta Kappa
- 4.0 GPA

Microsoft Certified Professional
• ID: 6694511
• Applications Specialist: Word, Excel, Access



VOLUNTEER EXPERIENCE

Co-Race Chair, Susan G. Komen For The Cure Temecula, CA
2009 – 2011

- Supervise a team of 12 subcommittee chairpersons
- Supervise maintenance of online participant database of 15,000 participant records
- Review all race related materials for grammatical, typographical, and factual errors
- Ensure that all committee members follow national foundation regulations
- Supervise Pre-Race Day and Race-Day events

**WORK
EXPERIENCE**

@ONE Educational Project Coordinator, Mt. San Jacinto College Menifee, CA
July 2013 – Present

- Develop and implement communication campaigns, including email, web-based, and social media, for various components of the @ONE Project
- Design multiple print campaigns for Mt. San Jacinto College's MSJC Academy, @ONE programs, and the Online Teaching Conference, including event programs
- Develop and maintain positive relationships with professional development, distance education coordinators, and administrators at various colleges throughout the state via personal and electronic communication
- Counsel the @ONE Project Director, and executive OEI members on communication strategies for partnership events and procedures
- Provide coordination and oversight of training related to state-wide TTIP functions including the @ONE Online Teaching Certification Program, the @ONE Desktop Webinar Program, the @ONE Trainers Bureau Service and the Online Education Initiative Course Review program
- Provide logistical support to event and workshop instructors and participants including liaison with executive, registration, and support personnel
- Provide course management system (Moodle and Blackboard) support including course creation, user creation and enrollment, back-up and troubleshooting for multiple online course facilitators and sections of online courses each semester
- Maintain records and develop reports for grant program funding and assure that deadlines are met

@ONE Online Teaching Certification Program Coordinator,
Evergreen Valley College & Mt. San Jacinto College Menifee, CA
October 2011 – March 2014

- Reply to inquiries from the general public about the certification program pertaining to their course pathway, how to enroll, requests for substituting the CMS class, questions about how the practicum works
- Manage the Online Teaching Practicum including communicating with peer reviewers and candidates prior and during the practicum phase of the program
- Update and manage the Moodle course environment
- Recruit, train and support new peer reviewers
- Monitor artifact review meetings between peer reviewers and candidates and update the candidate database with pertinent info for final review
- Attend final review presentations as program facilitator
- Work with candidates independently who need remediation to complete the practicum phase

Grant/Event Support, Mt. San Jacinto College Menifee, CA
April 2009 – November 2011

- Coordinate biannual professional development conference for 200+ faculty and staff
- Design and provide training for faculty in online course development and design
- Assist the Dean of Distance Education with program evaluation
- Create collateral material for workshops and conferences, including web pages
- Audit grant projects for budget compliance

Associate Faculty – Computer Applications, Mt. San Jacinto College Menifee, CA
August 2005 – December 2013

- Design instructional content for delivery in the classroom and online environments
- Instruct students in the operation of a personal computer
- Explain basic computer concepts and theories
- Demonstrate correct usage of Microsoft Office Applications
- Research and implement resources to increase student success