

Jennifer C. Perkins

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Profile

- Passion for conveying concepts concisely, accurately, and understandably
- Skill in assessing instructional needs and translating them into learning solutions that work
- Determination to enable learning experiences that are accessible to all
- Project management and communication skills spanning nearly three decades
- Lifelong, independent, proactive learner who embraces new challenges

Professional Skills

- Online course design and development
- Business and technical communication
- Project management
- Training
- Writing and editing
- Inclusive design

Technical Skills

- Screencasting and video editing
- Image capture and editing
- Rapid e-learning tools
- Content/learning management systems
- Implementation of accessibility features
- Presentation design
- Office productivity software
- Web conferencing

Work Experience

Eastern Kentucky University, Instructional Designer, 2012–current

- Design and develop online courses and programs in collaboration with faculty experts, ensuring adherence to Quality Matters standards and focusing on inclusive design
- Advise and train faculty, both one on one and via workshops, on best pedagogical practices, technologies for online courses, and accessibility
- Create innovative, quality instructional media and learning objects
- Manage course copies between terms, and monitor sites to resolve issues
- Troubleshoot Blackboard and other technology problems for instructors
- Member of EKU's ADA Awareness Committee, Website Accessibility Policy Drafting Team, and Technology Accessibility Committee

e-Learning Consultant, 2013–current

- Assist organizations in determining best learning management systems and tools for their e-learning needs
- Develop and edit course materials, written and media based
- Design and develop course sites, with focus on enabling quality user experience and inclusivity

Northern Kentucky University, Instructional Designer, 2012

- Helped instructors design and develop online courses
- Advised faculty members on best practices for online teaching
- Facilitated workshops for faculty on emerging technologies
- Created learning objects for online courses
- Troubleshoot Blackboard problems for instructors

National Emergency Management Association/Emergency Management Assistance Compact, Technology Analyst, 2009–2011

- Designed/developed first-ever online training course for NEMA/EMAC
- Coordinated, facilitated, and recorded training webinars with one or more remote presenters
- Developed training materials, in collaboration with subject matter experts, for both on-ground and online trainings, including presentations, instructor and student manuals, and videos
- Facilitated two conferences annually
- Updated organization's website with text, images, reports, webinar recordings
- Maintained and grew memberships of organization's social media sites

Freelance Writer, Editor, and Proofreader, 2007–2009

- Provided proofreading, editing, and writing services for publishing and online media companies
- Ensured that content for publications was accurate and precise

Berea College, Donor Relations Associate, 2005–2007

- Wrote, edited, and proofread correspondence to donors on behalf of College president, driving motivation to give
- Edited and proofread grant proposals
- Managed updates and researched design ideas for College Relations web portal
- Led College Relations electronic communications strategic planning group

The Art Institute of Fort Lauderdale, Institutional Publication Specialist, 2002–2003

- Coordinated publication of institutional products, including college catalog, student handbook, and other products
- Designed and developed College's first online "Registration Hub," a portal of supplementary registration information
- Facilitated production of reports, articulation agreements, and institutional effectiveness projects
- Served on Curriculum Committee and Institutional Effectiveness Committee

Freelance Proofreader and Editor, 1999–2005

- Proofread technical, scientific, and other books, checking grammar and punctuation and confirming consistency of presentation

Omnigraphics, Inc., Senior Editor/Editor/Associate Editor, 1996–2002

- Coordinated publication of national business reference publication
- Hired, managed, trained, and supervised the work of editors

- Maintained large database of contact information of U.S. businesses and organizations
- Collaborated with graphic artist, typesetter, and others to produce first-rate publication
- Expanded flagship directory from one volume to more manageable, attractive two-volume set

Peace Corps/Nepal, Peace Corps Volunteer/Teacher, 1996–1997

- Taught math and English to fourth- and fifth-graders in public school in Nepal
- Communicated in Nepalese language on basic level
- Developed lesson plans and instructional materials and methods for effective teaching

Omnigraphics, Inc., Assistant Editor, 1995–1996

- Researched businesses and organizations in United States for business reference publications
- Verified companies' and organizations' contact information via phone calls and websites
- Updated large database of contact information for a variety of reference books

American Bankers Insurance Company, Actuarial Associate/Analyst, 1994–1995

- Supported state filings for extended personal property program, including compliance forms and responses to interrogatories
- Updated pricing matrix that remained in use years after departing company
- Calculated quarterly salvage and subrogation estimates
- Updated quarterly Schedule X (paid/case/IBNR) exhibits

Norwegian Cruise Line, Second Purser Pax/Purser, 1992–1993

- Worked at central information desk onboard cruise ship, answering questions, offering assistance, and helping passengers
- Provided cruise passengers manifests throughout week to various departments
- Verified passport and visa legitimacy, assisted with immigration and customs procedures
- Trained new pursers

National Council on Compensation Insurance, Actuarial Supervisor/Actuarial Analyst/Actuarial Student, 1986–1991

- Promoted quickly through the ranks to supervisory position
- Hired, managed work of, and trained actuarial analysts
- Supported Southern Region in data collection and analysis needs
- Calculated rate levels for workers compensation insurance in various states
- Communicated with numerous insurance company personnel and various levels of management within organization

Notable Achievements

- Badge in Web Design: Web Accessibility Evaluation Basics, University of Illinois at Urbana-Champaign
- Certifications in Applying the Quality Matters Rubric and Higher Ed Peer Reviewer Course, Quality Matters
- Excellence in Instructional Design Award, 2015 e-Campus Awards Program, Eastern Kentucky University
- Blackboard Catalyst Award, Director's Choice, for ECU's 6-week online course "Trends in Science Education" (in collaboration with Dr. Scott Townsend), 2014

Education

- Western Kentucky University, Master of Science, library media education degree with instructional/educational technology focus
- Centre College of Kentucky, Bachelor of Science, applied mathematics; recipient of the Sallie M. Warfield Prize for Mathematics
- Microsoft Office Specialist certification, Word 2010 Expert and PowerPoint 2010

Presentations

- Perkins, J. *A little means a lot: Simple ways to improve online course accessibility*. Presented at the 2016 Accessing Higher Ground conference, Westminster, Colorado, November 18, 2016.
- Perkins, J. *A little means a lot: Simple ways to improve online course accessibility*. Presented at the 2016 Kentucky Convergence Conference, Bowling Green, Kentucky, November 10, 2016.
- Townsend, S., and Perkins, J. *Lessons learned from designing online courses in science education: Insights shared from a science educator and instructional designer*. Presented at the 2016 Mid-Atlantic ASTE (MAASTE) meeting, Gatlinburg, Tennessee, September 22, 2016.
- Townsend, S., and Perkins, J. *A hands-on look at online course engagement*. Two-hour, hands-on professional development workshop provided at Eastern Kentucky University, Richmond, Kentucky, February 26, 2016.
- Townsend, S., and Perkins, J. *Engineering an online course in science education*. Two-hour, hands-on workshop provided at the 2015 Association for Science Teacher Education (ASTE) conference, Reno, Nevada, January 7, 2016.
- Perkins, J., and Townsend, S. *Active learning in an asynchronous virtual classroom*. Presented at the 2015 Free-Learning Conference, Appalachian State University, Boone, North Carolina, July 23, 2015.
- Perkins, J., and Townsend, S. *Engineering an online engineering-in-education course*. Presented at the 2014 Kentucky Convergence Conference, Louisville, Kentucky, November 14, 2014.
- Perkins, J., Daniel, C., Pritchard, M., and Renfro, K. *Appy hour!* Presented at the 2014 Kentucky Convergence Conference, Louisville, Kentucky, November 13, 2014.
- Townsend, S., Hitt, A., and Perkins, J. *Engineering an online course: Issues in design, development, and delivery of a six-week engineering education professional development course for elementary and middle school teachers*. Presented at the 2014 Association for Science Teacher Education (ASTE) conference, San Antonio, Texas, January 16, 2014.