

Wendy T. Martin

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Summary

- Strong skills in developing and establishing training and follow-up to improve performance.
 - Proven track record for developing others including peers and new hires.
 - Experience in managing others in unique positions and responsibility levels.
 - Involvement in establishing structures, processes, and formats to obtain and sustain success.
 - Strong structure and organization for performance management.
 - Curriculum Development.
 - 21st century skills focused instruction, including interactive learning.
 - Experience instructing adults.
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Education

B.A. Degree Instructional Design and Technology

Walden University (Pending)

Concentration Business and Organization Change

Current GPA: 3.67

Will graduate in May 2015/Attended since 2012

Associates Degree Fashion Merchandising

Miller Motte Business College

1986 - 1989

Career History

Integrated Data Systems Manager, Henrico County Public Schools

- Leadership

*1998-
Present*

- Manage, support and train systems that integrate with our district data.
 - Ensure all integrated systems are compliant with state regulations.
 - Create and support training blogs with instructional videos and documentation to support end users in a self-train virtual environment.
 - Provide web-based training to end users to support blended learning.
 - Manage and maintain course information for state reporting.
 - Track and support test data within our system such as (SOL/AP) for state reporting.
 - CTE Liaison for Technology.
 - Committee member for our yearly planning guide for parents to assist with necessary graduation requirements and course offerings.
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Inventory/Buyer/Administrative Assistant, Edy's Grand Ice Cream

1995-

- Manage inventory to include purchasing and reporting.

1998

- Trainer – Route drivers and how to order inventory.
 - Wrote documentation related to purchasing and inventory.
 - Worked with customers on ad slicks.
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Technical Experience

Wordpress

Adobe Photoshop, Dreamweaver, Captivate

Microsoft Word, Excel, Powerpoint, Access, One Note

TechSmith, Jing

Join Me, Elluminate

Macintosh/PC