

Miriam Manglani

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- Objective** A position as an Instructional Designer allowing me to use my e-Learning expertise.
- Technical Skills** Learn.com, Oracle, and WebCT Learning Management Systems (LMS), XHTML/CSS, audio recording and processing, Lectora, Articulate, Adobe Flash, Captivate, Dreamweaver, Fireworks, Photoshop, ImageReady, Illustrator, Acrobat, Audition, Sony Sound Forge, FTP, BBEdit, FileMaker Pro, Visio, and Microsoft Office Suite. Experience with SCORM standards, relational databases, ActionScript, JavaScript, and SQL.
- Experience**
- Iron Mountain** Boston, MA
eLearning Instructional Designer June 2007–Present
- Design and develop online courses to deliver software application training. Write storyboards, create interactive elements for inclusion in online courses, and record and process audio.
 - Develop documentation and training materials to prepare employees for the launch of a new LMS.
 - Work closely with content experts to ensure accuracy and integrity of course content.
 - Serve as expert on e-Learning best practices: Coach department trainers on the use of e-learning tools, assist in the production of e-Learning, and document and implement standards used for the development of online courses.
 - Designed and developed a website for a new employee training program.
- Six Red Marbles** Cambridge, MA
Contract Educational Software Producer February 2007–June 2007
- Wrote functional specifications for the development of software that allows teachers to manage science labs and other classroom activities. Created and tested builds for CD based software products.
- athenahealth** Watertown, MA
Instructional Designer January 2006–February 2007
- Performed needs assessment and gap analysis around current LMS, served as interim LMS administrator, and hired and worked with external contractors to resolve technical issues.
 - Worked closely with managers to align training with department needs and created assessments.
 - Acted as technical lead for the Training team: Researched and implemented course publishing software, wrote specifications and procedure documentation for the development of online courses, created Captivate and Lectora course templates, and built interactive elements.
 - Designed and created online courses to deliver job-specific and healthcare industry training. Identified learning objectives, created storyboards and outlines, wrote content, and developed courses using Lectora, Adobe Flash, and Captivate.
 - Taught weekly introductory course for new hire orientation.
- Newbury College and The New England Institute of Art** Brookline, MA
Adjunct Instructor in Web Design Fall semesters 2003, 2004, & 2005
- Developed a course syllabus, lesson plans, online lessons, homework, and in-class exercises to support student learning. Taught basic website production skills: XHTML and CSS coding, image creation, and the application of fundamental design principles and web standards.
- BuyerZone** Watertown, MA
Associate Web Developer January 2004–July 2004
- For a business-to-business online marketplace connecting buyers to suppliers: Maintained and created new HTML pages by working closely with internal departments.
 - Led migration of web development change requests to an existing system designed to track and manage projects.

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GetConnected

Web Content Manager

Boston, MA

September 2002–July 2003

- Maintained Internet plan data for GetConnected.com and various clients including Best Buy. Worked closely with service providers to collect detailed DSL and cable plan content and address data presentation and accuracy issues. Updated plan content daily to meet multiple deadlines using custom application, SQL Enterprise Manager, and SQL queries.

Artisoft

Contract Web Developer

Cambridge, MA

August 2001–December 2003

- Revamped website used by Artisoft resellers. Created a site map, page sketches, and visual design. Coded XHTML/CSS pages and updated website content regularly.

Igicom

Web Developer, Information Architect

New York, NY

August 2000–August 2001

- Streamlined a poorly defined website production process. Created a color guide with corresponding hex codes for developers to use, eliminating color inconsistency. Reworked HTML pages into common components to standardize HTML code and increase production efficiency.
- Developed various e-commerce websites. Coded complex HTML pages using Dreamweaver and BBEdit; cropped and optimized images using Adobe Photoshop.
- Wrote user scenarios, drew page sketches, and created site maps to facilitate the creation of usable websites.

Education

Harvard University, Graduate School of Education

Master of Education in Technology in Education

Coursework in learning technologies, learning theory, and curriculum development.

Cambridge, MA

June 2005

Brandeis University

Bachelor of Arts, Major in English; Graduated cum laude.

Waltham, MA

May 1998