Tiffani K. Reardon

http://website.com
email@outlook.com

123 Address St. Atlanta, GA 30301
123.456.7890

Education

Ph.D. Technical Communication and Rhetoric, Texas Tech University (expected 2022)
    Concentration: Teaching Technical Communication
    Specialty: Open Education
Graduate Coursework, Applied Computer Science, University of West Georgia (2016-2017)
M.S. Instructional Design and Technology, Georgia State University (2014-2016)
B.A. English, Kennesaw State University (2010-2014)

Work Experience

Kennesaw State University
Instructional Designer, College of Humanities and Social Sciences Office of Digital Education (5/2015-present)
- Develop and implement faculty development workshops for digital learning and instructional technology
- Peer review courses using Quality Matters and KSU Course Quality Checklist
- Provide instructional design and technology support
- Co-manage course affordability efforts at the college level
- Manage Affordable Learning Georgia Textbook Transformation Grants in the college
- Conduct research on topics related to digital learning, student success, and learning innovations
- Attend and present at conference
- Design and manage office website and instructional technology resources
- Supervise, train, and mentor student interns

Part-Time Instructor, Department of Technical Communication and Interactive Design (8/2017-present)
- Teach technical writing (TCOM 2010) and instructional design (TCOM 3030) courses in all modalities
- Develop TCOM 2010 online master course to Quality Matters standards
- Manage TCOM 2010 master course updates
- Serve as departmental representative on the CHSS Digital Education Council

Intern, College of Humanities and Social Sciences Office of Digital Education (1/2013-8/2014)
- Wrote, edited, and usability tested instructions for instructional technology and equipment
- Managed equipment inventory; organized equipment closet
- Provided support in the Build a Web Course Workshop
- Managed website for instructional technology resources
- Edited documents for grammar and style

eDesign Shop
Contract Instructional Designer (7/2017-present)
- Service Provision for Human Trafficking Survivors, NC Council for Women and Youth Involvement (7/2019-9/2019)
- Introduction to Human Trafficking, NC Council for Women and Youth Involvement (7/2019-9/2019)
- Contract Administration, DC Office of Contracting and Procurement (5/2018-12/2018)
- Executive Procurement Seminar, DC Office of Contracting and Procurement (7/2017-12/2018)
- Managing the P-Card, DC Office of Contracting and Procurement (7/2017-12/2018)
- Using the P-Card, DC Office of Contracting and Procurement (7/2017-12/2018)

Contract Web Designer
Contract Web Designer (6/2014-present)

Lockheed Martin (via ISPA, Inc.), Atlanta/Marietta, GA.
Associate Technical Writer (8/2014-5/2015)
- Performed technical edit and/or audit on technical manuals for the C-130J and C-130B-H airplanes for all clients
- Worked closely with writers, team leads, and QA auditors
- Seasonally, performed translation audit and edit on French books for Canada client
- Kept track of types and number of errors for each book and where in the QC process it was via Microsoft Access

Courses Taught

- TCOM 3030: Instructional Design, KSU (Spring 2018-present)
- TCOM 2010: Technical Writing, KSU (Fall 2017-present)
- Writing Professional Memos and Emails, Coursera, https://tinyurl.com/yxzd9vs2 (2/2016-present)

Awards

- 3rd Place, SoftChalk Lesson Challenge, SoftChalk LLC, https://tinyurl.com/y62c9tgr (2019)
- Staff Member of the Year: Outstanding Team Member, KSU CHSS (2017)
- Outstanding Instructional Support, Wagner Awards, Distance Learning Administration (2016)
- Outstanding M.S. Student, College of Education and Human Development Learning Technologies Division, GSU (2016)
- Who's Who among Students in American Colleges and Universities, GSU (2016)
- Excellence in Faculty Development for Online Teaching, Online Learning Consortium (2015)
- Undergraduate Scholar of Research and Creative Activity, Center for Excellence in Teaching and Learning, KSU (2014)
- Dean's List, College of Humanities and Social Sciences, KSU (2014)
- Golden O's Humanitarian Award, Student Life, KSU (2014)
- Golden O's Humanitarian Jewel Initiative Award, Student Life, KSU (2014)
- Georgia HOPE Scholarship (2010-2014)
- Senator of the Year, Student Government Association, KSU (2013)
- Best Supporting Senator of a Director, Student Government Association, KSU (2013)
- Who's Who among Students in American Colleges and Universities, KSU (2013)
- *The Sentinel* Best Recurring Column, Student Media, KSU (2012)
- Most Valuable Player, Student Government Association, KSU (2012)

Publications

- Reardon, T., Powell, T., Arnett, J., Logan, M., & Race, C. (2019). *Open Technical Communication*. http://open-tc.com
- Reardon, T. (2018). Breaking the stigma: Faculty and student perceptions and experiences with OER. Open Education Global Conference Annual Proceedings. https://tinyurl.com/y3suk497
- Reardon, T. (2016). Open educational resources: A cost and copyright analysis. Distance Learning Administration Conference Annual Proceedings 199-201. https://tinyurl.com/yxpqw3no
- Thomas, G., Slinger-Friedman, V., Randall, C., Aust, P., Terantino, J., Powell, T., & Reardon, T. (2015). Advanced faculty professional development for online course building: An action research project. *Internet Learning Journal 4*(2), 103-118. https://tinyurl.com/y6bq67yc
- Published 28 news articles in *The Sentinel* at KSU (2011-2013)
- Published 18 "SGA Beat" articles in *The Sentinel* at KSU (2011-2012)

Grants ($158,550 Funded)

- Reardon, T. & Arnett, J. (2019). Affordable Learning Georgia Textbook Transformation Grant. TCOM 2010: Technical Writing. http://open-tc.com, $25,800.
- Reardon, T. & Arnett, J. (2019). Affordable Learning Georgia Textbook Transformation Mini-Grant. TCOM 2010: Technical Writing and TCOM 2050: Digital Accessibility. http://open-tc.com, $4,800.
- Reardon, T., Rajan, K., & LoVerde-Dropp, J. (2019). Affordable Learning Georgia Textbook Transformation Grant. ENGL 2110: World Literature. https://tinyurl.com/y2qd4yk3, $10,800.
- Reardon, T., Rhodes, J., & Ingram, U. (2019). Affordable Learning Georgia Textbook Transformation Grant. GEOG 1130: World Regional Geography and GEOG 3305: Introduction to Cartographic Techniques. $10,800.
- Reardon, T., Powell, T., & Nguyen, J. (2018). Affordable Learning Georgia Textbook Transformation Mini-Grant. *Open Technical Communication*. http://open-tc.com, $4,800.
- Reardon, T., Slinger-Friedman, V., Ingram, U., & Rhodes, J. (2018). Affordable Learning Georgia Textbook Transformation Grant. GEOG 1101: Introduction to Human Geography and GEOG 1102: Earth from Above. https://tinyurl.com/y5ls3d9m, $30,000.
- Reardon, T., & Sega, M. (2017). DOER Fellowship. https://tinyurl.com/y4ook2j8, $750.
- Reardon, T., Brown, P., Doss, B., Lewis, A., & Howard, L. (2017). Affordable Learning Georgia Textbook Transformation Grant. ENGL 1101: Composition I and ENGL 1102: Composition II. https://tinyurl.com/y6ouwotk, $30,000.
- Reardon, T., Powell, T., Arnett, J., Logan, M., & Race, C. (2015). Affordable Learning Georgia Textbook Transformation Grant. TCOM 2010: Technical Writing and WRIT 3140: Workplace Writing. http://open-tc.com, $30,000.
- Farr, D., & Reardon, T. (2015). Affordable Learning Georgia Textbook Transformation Grant. SOCI 1101: Introduction to Sociology. https://tinyurl.com/y5pdc572, $10,800.

Presentations

Peer-Reviewed

- Reardon, T. (10/2019). Lessons learned from revising our open online textbook. Open Education Conference. Phoenix, AZ.
- Reardon, T. (10/2019). Maximize the openness and sustainability of your open online textbook with renewable assignments: A pilot project. Open Education Conference. Phoenix, AZ.
- Reardon, T. (6/2018). Faculty and student experiences with OER at KSU. Symposium for Part-Time, Adjunct, and Contingent Educators. Atlanta, GA.
- Reardon, T. (4/2018). Breaking the stigma: Faculty and student perceptions and experiences with OER. Open Education Global Conference. Delft, The Netherlands. https://tinyurl.com/y3suk497.
- Powell, T., Givens, J., and Reardon, T. (3/2018). USS Callister: Ethics, bioethics, and intertextuality. OwlCon, KSU.
- Reardon, T. (4/2017). 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.
- Powell, T. & Reardon, T. (3/2017). Teaching in the digital age. Southeastern Women's Studies Association Conference. Atlanta, GA.
- Reardon, T. (11/2016). Campfire talk: What can we really do with Smore? Georgia Educational Technology Conference. Atlanta, GA.
- Reardon, T. (6/2016). Open educational resources: A cost and copyright analysis. Distance Learning Administration Conference. Jekyll Island, GA. https://tinyurl.com/yxpqw3no.
- Powell, T., Mihai, A., Schmid, J., Reardon, T., Slinger-Friedman, V., & Bartlett, S. (12/2015). Shared experiences and common goals: Teaching online around the world. Online Educa Berlin. Berlin, Germany.
- Reardon, T. (11/2015). Gratuit! Open educational resources in foreign language education. Georgia Educational Technology Conference. Atlanta, GA.
- Reardon, T. (4/2014). Global library. Symposium of Student Scholars and Undergraduate Research, KSU.

Invited

- Reardon, T. (8/2019). Accessibility in first-year composition. Department of English, KSU.
- Powell, T., Reardon, T., & Arnett, J. (3/2019). Tackling textbook affordability: Save students $78K using OERs. SoftChalk Innovators in Online Learning.
- Reardon, T. (3/2019). KSU OER and what we can learn from them. Open Education Week, KSU Library.
- Reardon, T. (2/2019). Open educational resources: What, why, and how. CETL Digital Learning Innovations Professional Development Series, KSU.
- Reardon, T. (10/2018). Writing the revolution: OER authorship now and in the future. Open Education Conference. Niagara Falls, NY.
- Reardon, T. (4/2018). KSU OER and the stuff we can learn from them. Textbook Affordability Conference, KSU.
- Reardon, T. (2/2017). What does the research say? The essentials of OER. The Unconference, KSU.
- Reardon, T. (3/2016). Creating and incorporating OERs. Design Matters Web Event, Affordable Learning Georgia.
- Powell, T., Reardon, T., & Arnett, J. (2/2016). *Sexy Technical Communication*. Reimagining the Textbook by Affordable Learning Georgia. Macon, GA.

Projects

- Program Manager, Affordable Course Pilot Program, CHSS ODE, KSU (Fall 2019-present)
- Project Manager, College Accessibility Project and Captioning Support, CHSS ODE, KSU (Fall 2019-present)
- Producer, Exemplary Online Faculty in CHSS Video Series, KSU, https://tinyurl.com/y3nodrwb (Fall 2018-present)
- Producer, Archives and Rare Books Video Tour, KSU Library, https://tinyurl.com/y3zf7omc (Fall 2019)
- Co-Developer, KSU Course Quality Checklist, https://tinyurl.com/y4wha6t3 (Fall 2018)
- Developer, TCOM 2010: Technical Writing Online Master Course, KSU (Fall 2018)
- Producer, Online Geography Promotional Video, KSU (11/2016)
- Producer, Dawn Davenport – What Do You Look for in Technical Writers? *Open Technical Communication* (4/2016)
- Photographer, Sheriff Neil Warren Criminal Justice Endowed Scholarship Signing, KSU (3/2016)

Training Delivered

- Introduction to Open Educational Resources, CHSS ODE, KSU, https://tinyurl.com/y3uj37of (Summer 2019-present)
- Building and Teaching Hybrids: A Microtraining, CHSS ODE, KSU, https://tinyurl.com/y62c9tgr (Fall 2018-present)
- Build a Web Course Workshop, CHSS ODE, KSU (Spring 2013-present)
- Work Smarter, Not Harder, Department of English, KSU (11/2019)
- D2L Bootcamp, CHSS ODE, KSU (8/2019)
- Workshop on Distance Learning, CHSS ODE and CETL, KSU (Fall 2018-Spring 2019)
- MediaSpace Brown Bag, CHSS ODE, KSU (3/2018)
- Skills Update Workshop, CHSS ODE, KSU (Summer 2015-Spring 2018)
- Advanced Skills Update Workshop, CHSS ODE, KSU (Fall 2015-Fall 2017)
- Assessment in D2L, Wellstar College of Health and Human Services, KSU (5/2017)
- Assessment in D2L, Wellstar College of Health and Human Services, KSU (5/2016)

Leadership

- Technical Communication and Interactive Design Representative, Digital Education Council, KSU (8/2018-present)
- Master Reviewer, Quality Matters (10/2016-present)
- Peer Reviewer, Quality Matters (5/2015-present)
- Staff Teaching Ad Hoc Committee Chair, Staff Senate, KSU (10/2018-5/2019)
- Communications Committee Chair, Staff Senate, KSU (3/2018-5/2019)
- Senator, Staff Senate, KSU (7/2017-5/2019)
- Conference Chair, The Unconference, KSU (2/2017-3/2019)
- Conference Planning Committee Member, The Unconference, KSU (1/2015-3/2019)
- Professional Development Committee Member, UPCEA eDesign Collaborative (11/2015-6/2017)
- Committee Member, Making Strides Against Breast Cancer Atlanta (3/2014-9/2014)
- Web Designer, Global Library, KSU (6/2013-8/2015)
- Student Representative on eCore subcommittee, Consolidation Operational Working Group, KSU (2/2014-5/2014)
- Finance Chair, Relay for Life of KSU (5/2013-5/2014)
- Director of External Affairs, Student Government Association, KSU (5/2013-5/2014)
- Team Captain, Spirit Committee Member, Relay for Life of KSU (9/2012-5/2014)
- Senator for CHSS, Student Government Association, KSU (2/2013-5/2013)
- Copyeditor, *The Sentinel*, KSU (5/2012-5/2013)
- News Writer, "SGA Beat" Writer, *The Sentinel* (6/2011-5/2012)

Certifications

- Online Teaching Certification, KSU
- Quality Matters Certified Master Reviewer
- Quality Matters Certified Peer Reviewer
- Quality Assurance Certified, Lockheed Martin

Languages

Spoken (in descending order of fluency)

- English
- Spanish
- French

Computer (in descending order of fluency)

- HTML
- CSS
- JavaScript
- Java
- PHP
- MySQL
- jQuery

Computer/Software Skills

- Adobe Products
- Apple OS
- Articulate 360
- Audacity
- Basecamp
- Blogger
- Camtasia
- Canvas
- Collaborate Ultra
- Coursera
- Desire2Learn
- Doceri
- Dropbox
- Flip PDF Pro
- Google Products
- GoAnimate
- GoDaddy
- Greenshot
- H5P
- Hot Potatoes
- HTML
- iMovie
- iOS
- Kahoot
- Kaltura
- LearnDash
- LearningApps
- LearningCurve
- Lino
- Mediaspace
- Microsoft Products
- Moodle
- Notepad++
- Nuance
- OmniUpdate
- Open Office
- Padlet
- Panopto
- Prezi
- PBWiki
- Quandary
- Respondus
- Rosetta Stone
- Skype
- Slack
- Smore
- SnagIt
- SoftChalk
- ThingLink
- Tiki Toki
- Turnitin
- Twine
- Unhangout
- VoiceThread
- Voki
- Weebly
- Wimba
- Windows OS
- Wix
- Wordpress
- Zoom

Professional Development Completed

- QM Rubric Update Sixth Edition (RU), Quality Matters (6/2018)
- Master Reviewer Recertification (MRR), Quality Matters (4/2018)
- Articulate Storyline Advanced Training, Sterling Ledet & Associates, Inc (5/2017)
- Articulate Storyline Training, Sterling Ledet & Associates, Inc (5/2017)
- Exploring Digital Storytelling, Online Learning Consortium (3/2017)
- Creating Effective Presentations, Online Learning Consortium (3/2017)
- Master Reviewer Course (MRC), Quality Matters (10/2016)
- Exploring e-Portfolios, Online Learning Consortium (8/2016)
- Dealing with Difficult People, Center for University Learning, KSU (8/2016)
- Exploring App Smashing, Online Learning Consortium (7/2016)
- Peer Reviewer Course (PRC), Quality Matters (7/2015)
- Applying the QM Rubric (APPQMR), Quality Matters (6/2015)

Professional and Academic Memberships

- Society for Technical Communication, TTU Chapter
- UPCEA eDesign Collaborative
- Phi Kappa Phi Honors Society, KSU Chapter
- Sigma Tau Delta English Honors Society, KSU Chapter
- Southeastern Women's Studies Association (SEWSA)