ADAM STAIRS

Personal Information

Phone:
724-678-0201

Email:
adamstairs@gmail.com

Portfolio:
www.adamstairs.com

Proficiencies

Articulate Suite   Excellent

Adobe Creative Suite   Excellent

Instructional Design   Advanced

LMS Administration   Advanced

Web Design   Advanced

Education

Master of Education
Regent University
2018

Bachelor of Science
Indiana University of Pennsylvania
2006

Awards

2023 Telly Award – Silver
General – Non-Broadcast

2023 Telly Award – Bronze
General – Non-Broadcast

Instructional Designer/Technologist with over 10 years of experience creating engaging and interactive trainings using a variety of tools and methodologies by blending sound instructional design practices with a strong technical background and creative design skills.

Experience

Senior Instructional Designer   (03/2021 – Present)
Darkness to Light

- Instructional Design
  - Designed and developed training modules based on innovative design and best practice principles.
  - Designed for multiple modalities including in-person, online asynchronous, and hybrid trainings.
  - Utilized Articulate Storyline and Rise to develop engaging self-paced eLearning.
  - Utilized Adobe Photoshop and Premiere Pro to create assets and stand-alone videos.
  - Worked with subject matter experts to develop interactive and engaging content.
  - Utilized project management software and principles to ensure milestones were met and projects completed on time and in budget.
  - Partnered with marketing to create branded videos and launch announcements to publicize new training releases.
- Cornerstone Administration
  - Managed course creation lifecycle within the Cornerstone LMS.
  - Provided customer support and management for the LMS.
  - Developed reports to inform partner organizations of user progress and enrollment data as well as internal reports to monitor course utilization and trainee performance.
  - Managed catalog of trainings within the LMS and the course life cycle process.
- Support
  - Supported facilitators for all modalities, including in-person and virtual in-person trainings.
  - Developed documentation and processes for delivering and distributing trainings.

Instructional Designer/Application Developer   (02/2011 – 03/2021)
Pennsylvania Western University - California

- Instructional Design
  - Designed and developed course assets and materials for online and hybrid courses.
  - Worked with faculty to best utilize emerging technology to further enrich their courses.
  - Provided technical support for faculty and instructors as they adopted new technology.
  - Utilized both the Articulate Suite and Adobe Creative Suite to provide resources to faculty.
- Desire2Learn/Brightspace Administrator
  - Provided system administration and customer support.
  - Acted as a resource to identify and resolve academic integrity issues.
  - Provided technical and logistical support for faculty and students.
- Application Development
  - Worked with other campus departments to develop technical solutions to campus issues.
  - Administered campus CRM and the integration with our Student Information System.
  - Trained faculty and staff on the usage of LMS, CRM, and SIS systems.
  - Trained faculty and staff on a variety of technology to help convert to paperless application system and general technology adoption across campus.
  - Provided technology support during COVID-19 to support fully online course delivery.

Web Designer   (02/2008 – 09/2010)
West Virginia University

- Job Accommodation Network
  - Full life-cycle development of website and integrated knowledge base.
  - Worked with staff and vendors to ensure all websites and intranet sites were fully accessible.
  - Designed and developed digital and print media utilizing the Adobe Creative Suite.
  - Acted as a technical and accessibility resource for WVU and third-party vendors.
  - Trained faculty, staff, and customers to use adaptive and accessible technology.
- Support
  - Provided general design and marketing support.
  - Local technology accessibility resource.
- Served as a resource for section 508 and website accessibility compliance.