

# Miriam Manglani

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- Objective** A position in the field of educational technology that will allow me to use my strong technical, design, writing, and project management skills.
- Technical Skills** Audio recording and processing, video editing, graphics creation, Lectora, Articulate, Adobe Flash, Captivate, Dreamweaver, Fireworks, Photoshop, Illustrator, Acrobat, Audition, Sony Sound Forge, FTP, FileMaker Pro, Visio, XHTML/CSS, Microsoft Office Suite, and MS Project. Experience with LMSs, SCORM standards, relational databases, ActionScript, JavaScript, and SQL.
- Experience**
- CDM** Cambridge, MA  
*Senior eLearning Instructional Designer* March 2008–Present
- For an environmental engineering and consulting company, developing a 14 module blended learning curriculum to train program managers. Plan and project manage the initiative by organizing and facilitating large meetings, communicating proactively to move the project forward, setting deadlines, drafting and maintaining a master schedule, and tracking deliverables.
  - Work with subject matter experts to design and develop virtual training solutions: Formulate learning objectives; determine the most effective delivery method; analyze, organize, and edit technical content; draft detailed storyboards; design assessments; and build training using eLearning production tools such as Lectora and Flash.
  - Perform quality assurance on training materials designed by others.
  - Mentor junior level employee in the development of graphics creation and visual design skills.
  - Supervise and manage the work of external consultants.
- Iron Mountain** Boston, MA  
*eLearning Instructional Designer* June 2007–March 2008
- Designed and developed online courses to deliver software application training: Wrote storyboards, created interactive elements for inclusion in online courses, and recorded and process audio.
  - Developed documentation and training materials to prepare employees for the launch of a new LMS.
  - Worked closely with subject mater experts to ensure accuracy and integrity of course content.
  - Served as expert on e-Learning best practices: Coached department trainers on the use of e-learning tools, assisted in the production of e-Learning, and documented 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 supervised 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.

Portfolio samples available upon request.

# Miriam Manglani

**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.

**GetConnected** Boston, MA  
*Web Content Manager* 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** Cambridge, MA  
*Contract Web Developer* 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** New York, NY  
*Web Developer, Information Architect* 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.

Education **Harvard University, Graduate School of Education** Cambridge, MA  
Master of Education in Technology in Education June 2005  
*Coursework in learning technologies, learning theory, and curriculum development.*

**Brandeis University** Waltham, MA  
Bachelor of Arts, Major in English; Graduated cum laude. May 1998