

V. Janene McMahan

Instructional Designer, UAF eLearning

Fairbanks, AK | +1 (907) 388-5466 | janene.mcmahan@gmail.com

Work experience

UAF eLearning & Distance Education

2011-04 - current

Instructional Designer

- Teach faculty and staff pedagogy/technical aspects of teaching online.
 - Help build courses.
 - Provide programming support for online products like FERPA training, Advising Training, Course Catalog, Salary Database, etc.
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UAF Community & Technical College

2012-01 - current

Adjunct Faculty

- Teach CITS 222 Website Design online. This course covers how to build websites and set up hosting.
 - We focus on responsive web design, accessibility, and user experience.
 - See additional teaching experience under qualifications.
 - My face-to-face teaching experience as an adjunct began in 1993.
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School of Fisheries and Ocean Sciences (SFOS) & Geophysical Institute

2010-10 - 2011-04

Temporary Technical: Analyst Programmer/Web Developer

- Work remotely on virtual servers to support the Arctic Ocean Biodiversity group's data management needs.
 - Collect, archive, run/edit Python scripts to perform data ETL (extract, transfer, load) from various products (Excel, CSV, Access) into Postgres sql for national (OBIS/GBIF) database harvest.
 - Clean up metadata XML. Documentation development. Program in PHP, Python as needed to extract, transform and load data (ETL).
 - In depth work with CSS and Drupal content management system for the Geophysical Institute Design Services team to develop and deploy large institutional site.
 - Utilize Skype, conference calls, Trac/wikis to support workflow and communications.
 - Harvest, reorganize, rewrite content.
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Institute of Marine SFOS Alaska Ocean Observing System

2008-11-24 - 2010-09-30

Communications Specialist V

- Joined IMS as Communications Specialist II to perform web design.
 - Promoted 11/8/2009 to level V. Customer Liaison.
 - Support management planning. Promote unit services.
 - Modify existing Python code for data ingestion; perform data ingestion and transfer. Clean metadata XML.
 - Promote transition to merged tracking and documentation system.
 - Documentation development. Create promotional and training materials.
 - Work with stakeholders to improve data and information delivery.
 - Work with management team, programmers and stakeholders to develop new materials.
 - Program in CSS, PHP, Python, JavaScript and other languages as needed to support products in place and new development.
 - Shared supervision of two staff. Programming for web based delivery of database materials. Deliver presentations.
 - Perform data transfer; work with metadata XML.
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American Tire & Auto, Inc.

2003-02 - 2008-11

Statewide Marketing Manager

- Developed intranet and network.
 - **Created all marketing materials:** Website, radio, television, print, magazine.
 - Managed 250K+ budget for two cities, five stores and multiple accounts.
 - Leveraged data on customer locations for ad placement.
 - Tracked charges and determined best use of budget.
 - Assisted with networking and development of five stores.
 - Used Unix system using QVT for accounting, payroll and sales tracking.
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Alaska BRIN & Alaska EPSCoR

2002-05-06 - 2003-02-14

Coordinator

- Used Roxen to update site and trained others in use.

- Developed websites for areas related to BRIN and EPSCoR.
- Created marketing materials to promote both departments.
- Generated materials for distribution to Statewide Steering and External Advisory Committees.
- Entered BANNER requisitions and reviewed expenses for discrepancies or errors.
- Prepped materials for and provided technical support at the

University of Alaska Statewide

1998-07-05 - 2001-07-20

Sr. Programmer Analyst/Manager

- 4/28/1999 Manager Help Desk and Training. Merged two departments. Hired employees.
- Reviewed, selected and implemented software choice for trouble calls/work flow tracking UAA, UAF, UAS, UA.
- Developed classes for staff; delivered computer training including security measures and copyright laws.
- Assisted MicroLan Services in inventory, maintenance, software installation and upkeep of multi-use pc training lab.
- Provided annual Training Conference(RSTC) involving attendees from 23 locations.
- Developed and supported website for unit and related departments; implemented ADA screening.
- Sr. Programmer Analyst for self-directed work team promoted to Training Manager.
- Introduced new operational policies and procedures. Modified, updated, created QMenu and QAdhoc queries/views. Tested database changes during upgrades.
- Reviewed leading database interface products to replace in-house tools.

Arctic Region Supercomputing Center

1997-04-22 - 1998-06-30

Coordinator/Information Officer

- Special projects coordination DoD paperwork for interim Defense Research and Engineering Network (IDREN) to DREN transition.
- Worked with scientists promoting projects via flyers, online PDFs and quarterly newsletter.
- Implemented tour information kiosk. Redesigned web site for non-university visitors

Internet Alaska, Inc

1995 - 1997

Director of Marketing/Store Manager

- Opened, staffed and ran the Fairbanks. Managed two full-time and two part-time staff.
- Increased customer numbers from 450 to 17,000+.
- Introduced Internet to eight communities.
- Set up customers on Sun OS. Developed and delivered training materials for staff and customers

UAF Administrative Services

1993 - 1995

Program Development Coordinator

- Taught Total Quality Management principles to 24 teams.
- Worked with teams weekly to implement continuous improvement solutions for ongoing problems.
- Worked with Administrative Services Director team to create benchmarks for budget reduction.

Skills

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|--------------------|---------------------------|-----------------------------|
| • Data Mining | • Search Engine Marketing | • Team Management |
| • Data Warehousing | • Project Management | • Systems Troubleshooting |
| • Data Modeling | • Team Support | • Website Design & Training |

Education

University of Alaska Fairbanks

2012 - 2016

Master's degree In Education (M.Ed)

- Online Innovation & Design

University of Alaska Fairbanks

1992 - 1993

Master of Business Administration (MBA)

- Focus on Marketing and Management Information Systems (MIS)

University of Alaska Fairbanks

1988 - 1990

Bachelor of Science, Computer Science (BSc)

- Focus on MIS; transfer from University of Oregon Honors Program (1986-1987)

Adjunct Faculty

UAF College of Natural Science and Mathematics (CNSM)

Fall - 2006 - Spring - 2008

CS 101 Computers and Society

- Covered basic computer knowledge, history, hardware, programming, databases, HTML/CSS/JAVA.
 - **Specific elements for today's computer user:** piracy, spamming, intellectual property, security.
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UAF Tanana Valley Campus

FALL-2000

Instructed students in the use of Microsoft Office applications

- Taught Word, Excel, Access, PowerPoint, Internet and how to integrate all of these applications for the best results.
 - Lectured, assigned work, graded assignments, counseled students.
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Wayland Baptist University, Eielson Air Force Base

1993

Computer Science MISM 3311

- **Information Systems:** covered all aspects of information systems, primary focus was on databases use, creation, lifecycle, application for generating, maintenance etc. - CBIS 3301.
 - **Computer Business Applications:** taught use of Word, Excel, Access, PowerPoint, the Internet and how to integrate all of these applications for the best results.
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UAF College of Liberal Arts

1991

Teaching Assistant PSY/SOC 100X

- PSY/SOC 100X cross-listed
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COMMUNITY SERVICE

- Volunteer support for Radiant website and outreach graphics
- Vice-President Eneput Children's Center Board 2016-2017
- May 2017 [WordPress Basics & Practical Application](#) at Staff Recognition Development 2017
- Fall 2016 Osher Lifelong Learning Institute (OLLI) lead for Smartphone/iPad (iOS) use.