

## Overview

Experienced and Proven Analyst seeks position in Instructional Design or Distance Learning

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## Contact Information

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Jeanne Winstead, 7006 S 450 E, Lafayette, IN 47909 (765) 523-2366  
[benwin@frontiernet.net](mailto:benwin@frontiernet.net)  
<http://www.portfolio.secondlooks.biz>

## Education

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<b>Master's</b> (Dec 2003)	Educational Technology Purdue University, West Lafayette IN 47907 3.93 out of 4.00
<b>Associate's</b> (May 1991)	Computer Programming Technology Purdue University, West Lafayette IN 47907 5.89 out of 6.0
<b>Bachelor's</b> (May 1972)	Speech Education Bob Jones University, 1700 Wade Hampton Blvd., Greenville SC 29614 2.25 out of 3.0

## Work Experience

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- 1. Electronic Medical Record Trainer (Feb-April 2009)**  
Clarian Arnett Hospital, 5165 McCarty Ln, Lafayette, Indiana 47905  
Marc Goldman, supervisor (765) 448-8000  
Duties: Analyze work flow and train and support Clinicians in the use of Electronic Medical Record (EMR) Software.  
Reason for Leaving: Dismissed in favor of trainer with more teacher-lead classroom experience.  
55,000 annual salary
- 2. Grants and Financial Compliance Specialist (May 2006-Feb 2009)**  
Community and Family Resource Center, Inc., 100 Saw Mill Road, Suite 3300, Lafayette, Indiana 47905  
Marilyn Kantz Zerbes, supervisor (765) 742-4848  
Duties: Consulted and analyzed business needs and grant reporting work-flow for the Controller.
  - Designed, developed, implemented, and field-tested job aids and applications in Microsoft Outlook, Excel, Access, Word, PowerPoint, and Share Point to assist staff in meeting various contractual and federal, state, and local regulatory compliance and reporting requirements.
  - Developed organization Intranet with Share Point Portal Server and Share Point Services.Reason for Leaving: High cost of healthcare benefits
- 3. Parts Inspector, Stocker, and Cashier (2003-2006)**

Shellie's Café, Sears, Meijer, and Product Action International

Duties: As a shelf-stocker, cashier, and auto-plant parts inspector for major retail and manufacturing organizations, I had opportunity to observe, review, and experience extensive online training programs as well as just-in-time training solutions.

Reason for Leaving: Found a job in my field

4. **Education Specialist (Sep 2002-Aug 2003)**

Vice President Office of Research Oversight, Purdue University, West Lafayette, IN 47907

Rebecca Armstrong, supervisor (510) 642-7461

Duties:

- Lead NIH grant-funded project in analysis and development of educational website for prospective human subject research participants. (<http://www.purdue.edu/research/vpr/rschadmin/rschoversight/humans/researchandme/index.php>).
- Analyzed, designed, and implemented an Orientation for animal care-takers in WebCT.
- Developed ezine for researchers.
- Made compliance website more accessible to principal investigators.
  - researched and implemented the current sub-domain name <http://www.irb.purdue.edu>
  - added a search engine to the site
  - updated training and compliance information

Reason for Leaving:

Graduated.

5. **Lead Micro Systems Specialist (Aug 1996-Sep 2001)**

Information Technology, Purdue University, West Lafayette, IN 47909

Timothy Lange, supervisor (765) 496-8260

Duties:

- Supported Purdue's ever-growing Instructional Labs consisting of 90 locations and 2000 Windows and Mac workstations in a client-server mirroring and load-sharing environment using NFS, Samba, UNIX, Windows NT, and Key Server.
  - Responded to Trouble Reports.
  - Brought up new labs.
  - Rolled out new operating systems.
  - Installed educational software according to educational needs and vendor license agreements.
  - Installed various adaptive software packages such as Jaws, Dragon Dictate, Magic, Open Book, and Duxbury on UNIX file systems to make labs accessible to students with disabilities.
  - Wrote Winbatch install programs for software used in the labs
- Lead project in analysis and development ACCESS database to track software installations and license agreements.
- Updated and developed Trouble Reporting System written in PERL and JavaScript. (<https://www.purdue.edu/apps/ics/Trouble> )

Reason for leaving:

Wanted to switch career track to design and development. Went back to school to finish Masters.

6. **Systems Analyst (Jun 1994- Aug 1996)**

University Student Health Center, Purdue University, West Lafayette, IN 47907

Marilyn Kantz, supervisor (765) 742-4848

Duties:

- Lead project to procure, customize, implement, and integrate medical billing / patient tracking system with University-wide mainframe accounting and registrar systems.
- Provided training, Help Desk and trouble-shooting services for staff.

- Helped Department transition from a standalone IBM System-32 minicomputer to a client server environment consisting of Windows workstations connected to a RISC-6000 via a Novell LAN.
- System paid for itself in a year with revenues gained from improved business processes and efficiencies

Reason for Leaving:

Promoted to Information Technology

7. **Systems Coordinator (April 1988 –June 1994)**

Materials Management and Distribution, Purdue University, West Lafayette, IN 47909  
Robert Ferling, supervisor (765) 362-4331

Duties:

- Lead projects in analysis and development of several systems utilizing database and barcode technology on various platforms.
  - The Cylinder Tracking System reduced a three day task to a half a day and greatly improved gas cylinder tracking.
  - The Order System reduced the inventory ordering process from a week to a single day and was subsequently ported to other areas.
- Helped integrate departmental systems with University legacy accounting and inventory systems.
- Developed systems documentation and wrote user manuals.
- Trained users on departmental systems, basic computer literacy, use of network accounts, and email.
- Purchased and installed and supported computers, peripherals, software, and barcode readers.
- Helped Materials Management design and implement LAN for their new Central Delivery building.

Reason for Leaving:

Promoted to Student Health Center

8. **Operations Assistant (May 1981-Apr 1988)**

Biochemical Magnetic Resonance Laboratory, Purdue University Chemistry Department, West Lafayette IN 47907

John Markley and David Gorenstein or Robert Santini, supervisors (765) 494-5227

Duties:

Prepared grant proposals and manuscripts. Automated monthly schedules and annual report for regional NIH supported facility. Helped host Annual Advisory Committee Meeting. Wrote BASIC and C programs and developed supporting applications using Department's first micro and mini computer systems.

Reason for Leaving:

Promoted to Materials Management

9. **7<sup>th</sup> Grade English and 8<sup>th</sup> Grade Speech Teacher (Aug 1979-Jun 1980)**

Warren County Metropolitan School District, 101 North Monroe Street, Williamsport, IN 47993

Robert Lindley, supervisor (765) 762-3364

Duties:

Taught 7th grade English and 8th grade speech at Seeger Junior-Senior High School to a load of 150 students. Directed Reader's Theater Presentation of The Devil and Daniel Webster for 7th grade Open House.

Reason for Leaving:

Speech position was for one year only.

10. **Factory worker, Payroll Clerk, Waitress ( Feb 1976 – Aug 1979)**

Duncan Electric, CTS Micro-Electronics, Sambo's, and the Downtowner Restaurant.

Duties:

Did factory piece work and part work, prepared hourly Payroll, and waitressed.

Reason for Leaving:

Returned to school for Indiana State Teacher certification and was subsequently hired to teach.

11. **Inner City Youth Worker (Jun 1972-Dec 1975)**

Teen Haven, Christian Youth Services, Inc., Water Street Ministries, 210 S. Prince Street, Lancaster PA 17604

Barbara Staples, supervisor (717) 393-7709

Duties:

Live-in staff member at inner city youth centers in Philadelphia, PA

- Counseled and recruited for Camp in Brogue, PA. Tutored in public schools and detention center. Trained staff and conducted Bible Studies and Five-Day Clubs for youth. Created instructional materials. Supervised live-in teens. Arranged PR presentations at schools. Participated fund-raising presentations at churches.

Reason for Leaving:

After 3 ½ years I got homesick and wanted to live and work closer to family in Indiana.

### Skills

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Programming —, COBOL, C, BASIC compiler, BASIC interpreter, PERL CGI, JavaScript, HTML, Database and SQL, Unix/AIX

Systems — Project management, Systems Development Life Cycle, ADDIE, structured and object-oriented programming, data flow and entity relationship diagramming, Information Mapping

Computing Platforms —Windows (3.1- Vista), Macintosh (Systems 5-8), Unix (1985-2001), DOS (versions 3-5), MicroVAX, Barcode Scanners, PALM OS.

Software — Dreamweaver, Flash, and Fireworks; Microsoft Office Suite; Photoshop, Lightroom, Share Point Portal Server, WebCT, various movie-editing packages

Communication, teamwork, and collaboration skills — English, Spanish, teaching, training, public speaking, small group facilitation, marketing

### Other Activities and Honors

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- Co-authored and presented a scholarly article with Dr. Melissa Dark, *Using educational theory and moral psychology to inform the teaching of ethics in computing*, [2nd Annual Conference on information Security Curriculum Development](#) (Kennesaw, Georgia, September 23 - 24, 2005).
- Presented topics on Computer-Mediated Communication, and Responsible Conduct of Research at [Purdue's Teaching, Learning, and Technology Showcase](#) (2001- 2003)
- Webmaster for an on-line community <http://www.preytheseries.com>. Collaborate over distance to provide technical support. Set up websites, web-based message board scripts, forms, and chat rooms to assist with grass roots advocacy, online discussion, voting, polling, auctions, and raffles. Install, maintain, trouble-shoot, and upgrade versions of PERL CGI scripts WebBBS and FormMail (1999-present).
- Taught Children's Church, Sunday School, Youth Group, and Vacation Bible School (1988-2000).
- Co-founder and Small Group Coordinator for active singles group with 500 members. Scheduled group discussions, worked with facilitators, facilitated group discussions (1980-1982).
- Yearbook editor (1968)
- High school valedictorian and National Merit Commended Student (1968)