

# Jeremy D. Stiffler

Instructional Designer, Lexington, Kentucky

646.678.2191 | [jeremystiffler@gmail.com](mailto:jeremystiffler@gmail.com) | [linkedin.com/in/jeremystiffler](https://www.linkedin.com/in/jeremystiffler)

## Summary

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Innovative Instructional Designer with expertise in eLearning content development and numerous web-based learning formats. Well versed in training developing learners and professionals utilizing various forms of multimedia.

## Professional Profile

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- Accomplished instructional designer, multimedia content developer and project manager with expertise in web-based interactive training development and eLearning technology.
- Highly effective team leader with strong interpersonal skills and a proven track record in leading and motivating others.
- High level of creative output with excellent problem solving skills.
- Dynamic and inviting presentation style, engaging learners in a hands-on collaborative format.

## Education

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2011 **Pennsylvania State University**  
Master of Educational Technology in Instructional Systems

2002 **Oklahoma State University**  
Bachelor of Music Education

## Work Experience

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Feb 2015-Present      **Tempur Sealy, Inc.**      Lexington, Kentucky

### Sr. IT Designer and Trainer

- Key responsibilities include being a liaison between IT and the business, driving branding and communications of IT to keep end users informed of coming changes as well as providing tools for success with new rollouts, and finally, to measure the effectiveness of IT throughout the company, focusing in on training and communications effectiveness.
- Collaborated with team members to launch IT Learning Group brand logo and communications, and creating, developing, and implementing custom tailored training to local in-person and global constituents.
- Manage interns and provided support by leading team meetings, organizing weekly touch-bases with team members, supporting team members with challenges.
- Worked with key businesses partners to leverage training opportunities for their team to improve work productivity and enhance team effectiveness.
- Organize launch of new applications including RemoteApp, Skype for Business, OneDrive for Business, as well as the full Office 365 Suite.
- Streamlined IT communications by creating custom email templates for easier reading and uniformity. Additionally, created and currently distribute monthly newsletters highlighting all aspects of IT written in an easy-to-understand style for non technical readers.
- Collect extensive analytics from emails, trainings, and global surveys relevant to IT and its effectiveness throughout the company.

2012-Present      **Man O War Church**      Lexington, Kentucky

Director, Media & Technology

- Project managed kid church multiscreen multimedia install with great success. Overhauled the main sanctuary with LED lighting, stage redesign and upgraded esthetic for a unique and pleasing experience.
- Highly creative output preparing and initiating branding, weekly bulletins, website and mobile app design and upkeep. Additionally, lead sunday school classes of young adults (age 20 - 30) and co-lead band and choir. Multiple installation projects and project management as well as other tasks as assigned.
- Manage multiple volunteer teams of up to 20 in positions such as media projections, lighting design, digital house and monitor sound, and video recording. Prepare multimedia material weekly for Sunday and Wednesday services including television and radio broadcasts, as well as podcasts and video designed for use on our website.

2012-2015

**The University of Kentucky**

Lexington, Kentucky

Instructional Designer, Arts Administration Department, College of Fine Arts

- Collaborated and provided guidance to professors and arts administration department staff in the design and development of online courses.
- Created and delivered media rich course material while designing user-friendly eLearning activities.
- Provided ongoing technology support for faculty and students.

Adjunct Professor, College of Fine Arts

**AAD 302: Website Design and Maintenance**

Description: This course teaches students the process of designing, building and maintaining web sites that meet personal and organizational needs. The course also examines some of the legal, philosophical, societal and technological issues relevant to delivering information in this manner.

New Course Developer, College of Fine Arts

**AAD 250: Digital Design for Arts Administrators I**

Description: Effective visual communication has become vital for businesses in today's global market. AAD 250: Digital Design for Arts Administrators I will explore the powerful graphic and visual design programs of Adobe Photoshop, InDesign, Illustrator and iMovie. Students will develop an 'eye' for design through the exploration of advanced design software, advanced design elements, and peer critiques. Students will demonstrate basic design skills through design projects for both print and the web.

**AAD 260: Digital Design for Arts Administrators II**

Description: A successful organization will have a beautiful and creative online presence through the digital realms of blogging, eNewsletters, and website design. In this course, students will explore topics such as branding, marketing, color theory, and digital analytics. Specifically, students will learn the process of designing, building and maintaining a website that meets an organization's needs. The course will also examine the legal, philosophical, societal and technological issues relevant to delivering information in the 21st century.

2009-2012

**Teq, Inc.**

New York, New York

Senior Educational Technology Specialist (2010-Present)

- Oversaw seven staff teams in developing online learning content for participants around the world.
- Co-created learning management systems (LMS), designed and presented bi-monthly webinars, developed online training modules, video podcasts, and hundreds of video tutorials.
- Specialized in interactive applications, online social/business networking, and online content development and collaboration.
- Provided engaging professional development sessions to teachers and businesses.

Educational Technology Specialist (2009-2010)

- Presented educational technology sessions to teachers from the Pre-Kindergarten through college level.
- Lead sessions on the use and implementation of technology in classrooms at city and state-wide conferences in New York, New Jersey, and Virginia.

2010-2011	<b>Nyack College and Seminary</b>	New York, New York
	<u>Adjunct Professor, School of Education</u>	
	<b>EDU 221: Introduction to Teaching with Technology</b>	
	Description: Developed a course to explore the basic use of technology, history of technology, trends in educational technology, hardware and software education as well as methodologies used in today's classroom. Students experienced learning using online forums and designed their own LMS (learning management systems) using a wiki.	
	<b>EDU 321: Technology Applications for Teachers</b>	
	Description: Students explored the use of technology as a teaching tool through the design of web-based units and lesson plans. Students infused lesson plans with multiple forms of technology. Classroom technology included digital cameras, interactive whiteboards, web applications, and computer hardware and software.	
2008-2009	<b>New York Public Schools (P.S. 282)</b>	Brooklyn, New York
	<u>Computer Teacher</u>	
	<ul style="list-style-type: none"> <li>● Effectively used wikis, blogs, and online collaborative tools to provide technical support to staff while engaging 700 young learners ages 4 to 13 in cross-curriculum technology lessons.</li> </ul>	
2007-2008	<b>Heidrick &amp; Struggles</b>	New York, New York
	<u>Project Manager / Executive Assistant</u>	
	<ul style="list-style-type: none"> <li>● Served as liaison for consultants, corporate executive officers, associates and executive assistants, created candidate profiles for clients, managed invoicing and prepared expense reports on a weekly basis, and assisted firm Partners in planning and scheduling of business development meetings.</li> </ul>	
2006-2007	<b>Nyack College and Seminary</b>	New York, New York
	<u>Administrative Assistant</u>	
	<ul style="list-style-type: none"> <li>● Restructured student file databases to increase efficiency in processing and storing information. In addition, presented New York State mandated classes on how to create electronic portfolios and use educational software and guided students through the New York State Teacher Certification procedures.</li> </ul>	
2004-2006	<b>Brooklyn Band Academy</b>	Brooklyn, New York
	<u>Musical Director / Owner</u>	
	<ul style="list-style-type: none"> <li>● Contracted consultants for master classes and seasonal concerts, managed a budget of \$40,000, maintained monthly accounting records of business expenditures and fees, and directed and supervised weekly music rehearsals, performances and competitions.</li> </ul>	
2003-2006	<b>St. Charles Borromeo School</b>	Brooklyn, New York
	<u>Music / Computer Teacher</u>	
	<ul style="list-style-type: none"> <li>● Maintained 50 computers for classroom and office use, created an interactive website to supplement learning development, and designed interactive lessons and administered weekly computer instruction for varying abilities and learning styles. Directed 45 students, age 10 to 13 in band and chorus.</li> </ul>	
2003-2004	<b>Constance M. Burke Attorney</b>	New York, New York
	<u>Legal Assistant</u>	
	<ul style="list-style-type: none"> <li>● Corresponded daily with attorneys, court office clerks and clients, and created and filed legal documents with county clerks for judicial court records. Managed client and staff calendars and updated records as needed.</li> </ul>	
2002-2003	<b>L'Ouverture Technology Magnet School</b>	New York, New York

### Music Teacher

- Engaged students from Kindergarten through fifth grade in music lessons three times a week, produced and directed elementary musicals for every grade group, and integrated Orff and Kodaly methods into standard music curriculum.

## Consulting Experience

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2010-2012	<b>Carnegie Hall, Weill Music Institute</b>	New York, New York
	<u>Multimedia Curriculum Consultant</u> Develop interactive whiteboard resources in collaboration with the Director of Educational Media and Technology.	
2002-2012	<b>Wichita Symphony Orchestra</b>	Wichita, Kansas
	<u>Curriculum Developer</u> Design music concert curriculum biannually for Young People's Concert booklets distributed to teachers throughout the school district.	
2009-2012	<b>Nyack College and Seminary</b>	New York, New York
	<u>Test Preparation Consultant</u> Deliver sessions on test-taking and best practices, walk through curriculum to provide participants opportunity to evaluate knowledge and assess study needs, and administer mock exams to simulate the test-taking environment.	
2008	<b>NYC DOE Office of Instructional Technology</b>	New York, New York
	<u>Technology Consultant</u> Consulted with Director of Enterprise Architecture for the NYC Department of Education Division Information Technology offices on real-world application in the classroom for Sakai and Moodle learning management systems.	

## Training and Certification

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2015	<b>Project Management Professional (PMP) Course</b> <u>Certification Course in Preparation for the PMP Exam</u> A five day intensive focusing on the project management professional examination.	Lexington, Kentucky
2014	<b>Quality Matters Course</b> <u>Course Training for the Quality Matters Course Design</u> A focus on assessment quality and data collection for creating and effectively implementing online learning tools and technology.	Lexington, Kentucky
2011	<b>Google Certified Training Courses</b> <u>Comprehensive Google Training</u> Training focused in on Google mail (Gmail), Google calendar, Google drive, and Google sites.	New York, New York