

Daniel P. Ward

Permanent Contact Information:

553 Summit Ave.

Westfield, NJ 07090

E-mail: dpward82@gmail.com

Phone: 973-885-9555

OBJECTIVE To obtain a full-time management position in Educational Technology where I can utilize my interpersonal skills, technical knowledge and management skills in academia. To achieve career growth and advancement within a reputable and growing educational environment.

EDUCATION

- **New Jersey City University**, Jersey City, NJ
M.A. in Educational Technology, degree obtained May 2015
- **Caldwell University**, Caldwell, NJ
B.A. in Sociology, degree obtained May 2005
- **Union County College**, Cranford, NJ
Associate of the Arts in Liberal Studies, degree obtained May 2002

WORK EXPERIENCE

- **Assistant Director of Online Learning**, New Jersey City University, Jersey City, NJ **July 2010 – Present**
 - Research, implement, and deploy new instructional software and technologies on campus for traditional and online courses.
 - Train faculty and students on proper use of Blackboard Learn.
 - Create and update LMS user manuals for faculty and students.
 - Assist faculty in delivering audio/visual and offline/online course material to their students.
 - Provide LMS technical support for faculty and students.
 - Support faculty with the use of instructional technologies and resources such as Wimba Live Classroom, Blackboard Collaborate, Respondus and Turnitin.
 - Facilitate monthly fully online training courses.
 - Administer webinars on instructional best practices for online learning environments (i.e., *Strategies for Making Your Online Courses Accessible to All Learners, Academic Integrity in Online Courses*).
 - Coordinated and managed the transition from WebCT/Blackboard CE8 to Blackboard Learn 9.1 (updating XML files, server configurations, faculty training, creating help files and student tutorials).
 - Experience and knowledge of Quality Matters rubrics and best practices.
 - Instructional Technology Committee Member 2011 (2-Year Term) - University Senate
 - Instructional Technology Committee Member 2013 (Re-elected for 2-Year Term) - University Senate
 - Poster Presenter at the NJEDge.net 2015 Faculty Showcase. Title: *How to Make Your Online Course Accessible to Students with Disabilities*.
 - Co-Director of Technology – for implementing awarded MSEIP (Minority Science and Engineering Improvement Program) Federal Grant
- **Adjunct Professor of Educational Technology**, New Jersey City University, Jersey City, NJ **September 2015 – Present**
- **Instructional Technology Support Specialist**, Caldwell College- Caldwell, NJ **July 2007 – July 2010**
 - Researched, implemented, and deployed new instructional software on campus.
 - Train new faculty and staff members on instructional software installed on lab, staff and faculty PC's and Mac's.
 - These include: SPSS, NetSupport School Tutor, Blackboard Learning Management System, LiveText, SEDONA, Finale, Ceridian HR/Payroll Software, and iTunes University.
 - Supervised, managed and trained student employees and interns on instructional software
 - Blackboard Systems Administrator.
 - Managed course enrollments, faculty accounts, course archives and creations.

- Supervised student Blackboard support staff members (10 staff members).
- Installed server updates and manage database backups.
- Troubleshooter for software issues for faculty members.

- **Customer Service Coordinator**, Inteplast Group, LTD. -Livingston, NJ July 2006 - July 2007
 - Managed customer base operations for several sales managers.
 - Coordinated product production line for plastic products.
 - Evaluated and strategically arranged transit of purchased products including international transit processes for all freight types (rail, road and water) for all containers.
 - Processed all purchased orders received from customer base.
- **IT Support Specialist**, Caldwell College – Caldwell, NJ July 2005 – July 2006
 - Configured, installed, and supported computer systems.
 - Proposed and developed efficient online data manipulation methods for information such as course material, syllabi, and discussion forums within the college's e-learning system (*Blackboard CE*).
 - Supervisor of student Help Desk staff (9 staff members).
 - Project Manager for staff, faculty and student software training (i.e., *Microsoft Office 2003* and *2007*, *SPSS*, *Blackboard LMS*).
 - *Windows Server 2003* maintenance.
 - Conducted a presentation and discussion at the *2007 NJANSA Conference* at Kean University titled: *Podcasting in Higher Education*.

TECHNICAL SKILLS

- **Programming:** Basic HTML
- **Applications:** *Microsoft Office 2003/2007*, *Kaseya (IT Management Software)*, *SPSS*, *iTunes University*, *iSeries/AS/400s*, *Blackboard Learn 9.1*, *Blackboard Collaborate*, *Turnitin*, *Respondus*, *TK20*, *Panopto Course Cast*, *Blackboard Basic (Version5-7)*, *Blackboard CE (Previously WebCT)*, *Moodle*, *Jenzabar EX*, *Jenzabar E-Racer*, *WebCT*, *Adobe Photoshop*, *Sophos Anti-Virus*, *Crystal Reports*, *SEDONA*, *Ceridian Payroll (Source 500)*, *VNC*, *Dreamweaver*, *Anzio/Cirsi/Dynex Library Management Software*, *Windows Server 2003*, and *Active Directory*
- **Operating Systems:** Various *Microsoft Windows 2000*, *XP*, *XP Pro*, *Vista*, *7* and *8*; *OS X*; *Mobile OS's*.

AWARDS

- *Trailblazer Award* from the Educational Technology Department at New Jersey City University (February 2014)
- Student Employee of the Year (2004)
- Friends of Caldwell College Scholarship