

**CURRICULUM VITAE/RESUME**  
**Carolyn Ghim Poay Tan**

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**OBJECTIVE**

Obtain a challenging and creative position in the Digital Education or Training field. Job may include leadership administration and training, instructional and curriculum design and creating interactive eLearning applications incorporating digital media components.

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**EDUCATION**

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| <b>Master of Science in Education (ABD)</b>  | <b>2007</b> |
| <ul style="list-style-type: none"><li>• Instructional Digital Media Design for Online Learning – Capella University, Minnesota (GPA 4.0)</li></ul> |             |
| <b>Masters of Arts in Education</b>  | <b>2002</b> |
| <ul style="list-style-type: none"><li>• Specializing in e-Education &amp; Adult learning (GPA 3.96), University of Phoenix, Arizona</li></ul>      |             |
| <b>Bachelor of Arts in Music</b>   | <b>1990</b> |
| <ul style="list-style-type: none"><li>• Queens College, City University of New York (GPA 3.5), New York</li></ul>                                  |             |
| <b>Certificate in Multimedia Graphic Design</b>  | <b>1997</b> |
| <ul style="list-style-type: none"><li>• Houston Community College (GPA 4.0), Houston, TX</li></ul>   |             |
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**PROFESSIONAL TRAINING/WORKSHOPS**

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| <b>Blackboard/Moodle Training</b><br>Houston Community College   | <b>2011</b>         |
| <b>eCollege Distance Education Training</b><br>Education Management Corporation  | <b>2006</b>         |
| <b>Connect Learning</b><br>Adobe/Macromedia Flash Advance Action Scripting Techniques & Design Animation   | <b>2006-08</b>      |
| <b>Flash Forward Workshops &amp; Annual Conferences</b> with Digital Arts & Macromedia Training seminars with Thunder Lizards Productions, and eLearning Guild | <b>1998-present</b> |
| <b>HTML Writers Guild - Online Courses</b><br>Intro to Programming Concepts, Javascript, XML, Flash Advance Techniques of Animation and Action Scripting       | <b>1998-present</b> |
| <b>WebCT Training</b><br>Distance Education Department, Houston Community College, Texas   | <b>1998</b>         |
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## COMPUTER/SOFTWARE TECHNOLOGY SKILLS

- **Operating Systems:** Windows XP Pro, Vista, 7, Macintosh OS X
  - **Web Graphics and Internet:** Adobe Creative Suite applications for Digital Web publishing, browsers to date & HTML editors
  - **Desktop Publishing and Graphic Applications:** QuarkXpress, InDesign, Adobe Pagemaker, Illustrator, Photoshop, Macromedia Freehand 10, Corel Draw, Fractal Painter 6, Adobe Acrobat
  - **3D modeling and Animation Programs:** Alias Sketch, Adobe Flash, Animate, Macromedia Director 6.5, Swift 3D
  - **Digital Video Editing:** Basic applications - Adobe Premiere, Adobe After Effects, Final Cut Pro
  - **Midi and Audio Editing:** Finale, Macromedia Sound Edit, Acid & Sound Forge
  - **Programming and Scripting:** HTML, Basic Lingo, Basic Javascript, Actionscript, XML, Basic PHP
  - **Office and Administrative Applications:** Microsoft Office, Filemaker Pro
  - **Online Learning Management Systems/Vendor applications:** WebCT, Moodle, Blackboard and eCollege
  - **eTraining applications/solutions:** Adobe Captivate, Jing Project, Impatica, Camtasia Studio with Snagit, Contribute 4.0, Pointecast, Adobe Presenter
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## JOB EXPERIENCES

### Faculty/Trainer

1996-Current

- Onsite & online professor for Web Development, Multimedia and Desktop Publishing - Digital Communication Department, Houston Community College, Texas
- Conduct and oversee industry Adobe certification process
- Work with Biology Department, HCC Central College on 2013-2014 Chancellor's Innovative Fund Award project as a technology designer for Biology interactive eLab manual
- Teach/Train college faculty members & staff Faculty Technology Certification courses (Exploring Instructional Technology and Learning Theories; Creating Graphic Presentations)
- Oversee & mentor adjunct instructors with Distance Education classes
- Develop both onsite and online course curriculum based on State standards
- Develop & design graphic and web design online courses (2D-Interface Design, Adobe Fireworks & Flash) - Distance Education department, Houston Community College, Texas
- Instructor - web development and design classes onsite - Art Institute of Houston (1998-2001)

### College Administrator

2010-Current

- Program Coordinator - Digital Communication (2011-Current)
- Program Coordinator - Digital Communication & Digital Gaming and Simulation (2011-2013)
- Duties -- Maintenance of the district wide syllabi, curriculum guides, instructional materials/textbook selections, Program Review, Annual Learning Assessment Report and Annual Planning Report, working with Advisory Board Member, prepare budget plans and reports.
- Network with Digital Communication Advisory Board members

2002-2012

- Work with Biology Department, HCC Central College on 2011-2012 Chancellor's Innovative Fund Award project as a technology and design advisor for Biology Lab Study pages
- Assist college department with duties such as schedule classes, handle instructor-student issues, discuss teaching challenges and issues, share current technology trends (including distance education), adjunct evaluation/observation at the end of semester, review, hire and work with new instructors.
- Work with lab technicians. Review & plan lab schedule. Interview & hire lab techs.
- Plan, review and edit annual course schedule & curriculum for departmental college courses

### Freelance Graphic/Web/Multimedia Designer

1997- current

- Design e-Lab Manuals for Anatomy & Physiology courses. The project creation utilizes Flash, ActionScripting, Audio, Video, and HTML for building instructional activities as well as games and simulations. The project is currently under review by McGraw Hill & Bluedoor Publishers.
- Design and maintain websites for companies and non-profit organizations.
- Design e-Lab manual and instructional games for Anatomy & Physiology Courses for online delivery and future publishing using interactive Web & Multimedia applications
- Created several prototype multimedia interactive training CDs for various commercial organizations using Macromedia Director, Lingo, Adobe Premiere, Adobe After Effects, and Macromedia Sound Edit.
- Designed home pages, brochures, newsletters, certificates, business logos and stationery, and T-shirt designs for clients.
- Coordinated and composed digital video productions using audio and video sources created, captured, and manipulated on the computer.
- Modeled 3D oil drilling equipment and ship vessel using Alias Sketch for Schlumberger Oil Company.

### **Desktop/Digital Publishing**

#### **1990 – Present**

- Design programs, magazines and publications, brochures, letter-heads, business stationery for companies and non-profit organizations.

### **Computer Graphics and Music Instructor**

#### **1980-2001**

- Private and group computer instruction from beginner to college level students, who needed to work with various hardware and software applications.

## **COMMUNITY SERVICE**

### **Hearts of the Arts Ministry, Houston, Texas**

**1998-present**

- Design & maintain website

### **Somebody Cares America/Turning Point Ministries International, USA**

**1998-2001**

- Responsible for all desktop publishing, web and multimedia production work
- Captured, edited and designed photograph/video compositions during outreach meetings

## **PRESENTATIONS**

Tan, C. (2006). *Foundations of Graphic Design*. Presented at the Technology Boot camp, Houston Community College, Texas

Tan, C. (2006). *Instructional Technology & Learning Theories*. Presented at the Technology Boot camp, Houston Community College, Texas

Tan, C. (July, 2000). *Principles of Graphic Design*. Presented at KLCC workshop, Kuala Lumpur, Malaysia

Tan, C. & Smith, R. (November, 2001) *Strategies & techniques for online education/training*. Presented at a workshop, Digital Eve Organization, Houston, Texas

## **CERTIFICATIONS & AWARDS**

### **Houston Community College, Houston**

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|---|------|
| • Chancellor's Innovative Fund Award 2013-2014                      | 2014 |
| • Outstanding Faculty Devotion to Higher Education, Convocation Day | 2013 |
| • Alpha Sigma Lambda Award – First in Scholarship & Leadership      | 2012 |

- Chancellor's Innovative Fund Award 2011
- Podcast Development Fellowship (\$200) 2008
- Bedechek Orman Grant (\$1000) for Professional Development 2006
- Sabbatical Leave (Fall semester) 2006
- Digital Video Fellowship (Stipend \$1000) 2006
- Outstanding Student Evaluation Award 2004-2006
- Basic Faculty Technology Certification 2005
- Advance Faculty Technology Certification 2005
- Title V Video Capture techniques (\$200) 2004
- How to Evaluate Effectiveness of Department's Online courses 2004
- WebCT Fellowship (Stipend \$1000) 2000

**Macromedia (Adobe Systems)**

- Certified Professional Macromedia Flash MX Designer 2003

**New York**

- Piano/Theory Teaching Certificate New York, NY 1995
- New York State Music Teacher's Association - Licentiate in Piano Teaching (Theory) London Graduated 1995
- Febbraio School of Music, Associated Board of Royal Schools of Music, NY 1995
- Courses in MIDI computerized music Sam Ash Institute Queens, NY 1993-1994

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**PROFESSIONAL MEMBERSHIPS & AFFILIATIONS**

- [Alliance for Higher Education Competitiveness](#) 2004-current
- [Association for Computing Machinery](#) 2004-current
- [DiGRA:Digital Game Research Association](#) 2006-current
- [e-Learning Guild](#) 2004-current
- [Educause](#) 2005-current
- [HTML Writers/Webmasters Guild](#) 1998-current
- [International Game Developers Association](#) 2006-current
- [North American Simulation and Gaming Association \(NASAGA\)](#) 2006-current
- [Texas Computing Education Association](#) 2006-current
- [Texas Distance Learning Association](#) 2005-current
- [United States Distance Learning Association](#) 2005-current