

PHYLLIS M. CAUSEY, M. ED.

Professional Experience

WEST LOS ANGELES COLLEGE	3/2016 – PRESENT
<i>Instructional Designer & Facilitator</i>	
<ul style="list-style-type: none">• Designed and Implemented Learning System• Produced vocal class show	
TOTAL EXPOSE' PUBLIC RELATIONS	2/2013 – 10/2018
<i>Technical Writer</i>	
<ul style="list-style-type: none">• Converted documents to templates for increased productivity• Created Contracts & Legal Documents• Designed Advertising & Marketing Materials	
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT (WCCCD)	8/2012 – 12/2012
<i>Instructional Designer & Facilitator</i>	
<ul style="list-style-type: none">• Desktop Publishing I with Adobe InDesign• Web Design using HTML5	
CAUSEY COMPUTER & TRAINING SERVICES	9/2008 – PRESENT
<i>Technology Consultant</i>	
<ul style="list-style-type: none">• Wrote Policy & Procedures Manual Writer• Designed EDMS for Teacher Certification• Increased security for official documents and records• Increased productivity in data input and accessing information	
COHEN BROWN/BREAKTHROUGH PERFORMANCE TECHNOLOGIES, LLC	6/2007 – 8/2009
<i>Instructional Designer/Content Specialist</i>	
<ul style="list-style-type: none">• LCMS/LMS Setup and administration• Authored content with Raptivity, Captivate• Wrote User Manual• Developed Courseware for LCMS /LMS	
MANPOWER PROFESSIONAL / LRN, INC.	1/2007 – 5/2007
<i>HTML Specialist</i>	
<ul style="list-style-type: none">• Created HTML-based email campaigns for mandated Ethics Compliance classes• Translated email into languages for international distribution• Wrote User Manual	

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THE EMDICIUM GROUP, INC.

3/2006 – 6/2006

Instructional Designer (paid Internship)

- Tested newly designed training courses
- Documented errors to programs
- Assisted with writing training manuals
- Edited HTML and XML training material documents

NATIONAL INSTITUTE OF TECHNOLOGY

3/2004 – 1/2006

Sr. Computer Instructor and Instructional Designer

- Designed classroom training materials
- Taught classes in DOS, Windows 98, and MS Office
- Class Assembled a computer and installed operating systems and applications

Education

TEXAS SOUTHERN UNIVERSITY- HOUSTON, TX

9/2009 – 3/2012

Ed. D. Education Foundations and Administrations (in process)

WAYNE STATE UNIVERSITY - COLLEGE OF EDUCATION, DETROIT, MI

1/2005 - 5/2006

M. ED. - Instructional Technology & Interactive Technologies

- **A.D.D.I.E.**, Adult Education Theories
- Dreamweaver, Captivate, Pinnacle

WAYNE UNIVERSITY - SCHOOL OF BUSINESS ADMINISTRATION - DETROIT, MI

3/2001 – 12/2004

B. S. - Business Administration & Information Systems Management

- Designing & Implementing Technological Systems for Business
- Understanding & Mastering Computer Applications
- Network Administration

Certifications & Other Accomplishments

- Master Certified in MICROSOFT OFFICE 2000 (MOUS)
- Certified Network Administrator (C.N.A.) – NOVELL
- Reviewer for MILADY STANDARD COSMETOLOGY TEXTBOOK

Additional Skills

- GoToMeeting , WebEx platforms
- Proficient in Analyzation of Business Practices and Procedures
- Knowledgeable in Developing Learning Solutions
- Proficient in creating engaging, comprehensive instructional guides and manuals
- Able to manage multiple projects independently
- Courseware Development – Captivate and Articulate