

Elise Blossch

Northern Virginia, DC area
Willing to relocate
ContactMe@artemis-ls.net
757 543 2111 Cell

Education:

- M.S. Ed. Secondary Education with a concentration in Instructional Technology, May 2012 – Old Dominion University, Cum Laude
- B.S. Secondary Education, Technology Education Emphasis Area, June 1998 – Old Dominion University, Cum Laude

Certifications & Licenses:

- VA state Licensed Technology Education Teacher 25+ years (Current)
- AP Computer Science Principles teaching endorsement ExCITE
- Virtual Facilitator Certification 2017
- Certified Knowledge Manager (CKM)
- Security+
- MCTS

Skills:

- Program Management 5 years
- Project Leadership – 8+ years
- Instructional Design–11+ years
- Training Support- 11+ years
- LMS Administration 16+ years
- Blackboard/Schoology/Kenexa/DoD
- Agile LMS
- HTML/CSS/XML-16+
- Data Driven Web Sites-16+
- DreamWeaver 16+ years
- Photoshop 16+ years
- Captivate 16+ years
- Articulate 10+ years
- JavaScript 5+ years
- SQL Server 5+ years
- Microsoft Products 20+ years

Relevant Training:

- College Board Advanced Placement Principles of Computer Science for Technology and Engineering Teachers
- Essential Classroom Tech for Teachers
- Effective Class Mgt for the 21st Century
- Virtual Facilitation
- Project Management
- LMS and Web server administration

Portfolio Available:

<https://Artemis-LS.net>
[LinkedIn Profile](#)

Management Experience Summary:

1 month Aircraft Certification Training Branch Manager. Served as interim Branch Manager with oversight of 6 Program Managers and 7 Regional Instructional Coordinators and approximately 7-12 on-going course development contracts and various projects.

5 Years training program management experience, providing oversight of course analysis, design, development, implementation, and evaluation/testing to ensure adherence to instructional design strategies and standards to meet curriculum goals for Aircraft Certification Aviation Safety Engineers and Safety Inspectors.

5+ Years management experience leading staff of 3+ Help Desk/Technical Support professionals whose activities included Tier 1, 2, & 3 technical support. Procurement, configuration & deployment of portal hardware/software. Design, development, maintenance, administration and configuration of web applications, and site modifications for a highly customized SharePoint portal capability. Project planning for server rollouts and major segments of work. Coordination of requirements gathering team tasks for enterprise level software development projects.

Instructional Design Experience Summary:

Use of sound instructional systems design principles and instructional methods in design of instruction, to include instructor led training and web-based training and virtual or hybrid courses. Re-design legacy WBT courses using Captivate or Articulate for inclusion in training and instruction courseware for delivery via Blackboard LCMS and Agile LMS. Develop recommendations on the use of web-based e-Learning architecture and supporting technologies for the development of web-based learning experiences. Created online exercises for hybrid classrooms and web-based course delivery. Work closely with subject matter experts while leveraging sound instructional design methods to design and develop effective and engaging learning and performance solutions for students.

Technical Experience Summary:

Blackboard Course Admin, Agile LMS Admin, Moodle LMS Admin, WordPress, Designing web pages and sites using HTML/5 and the Adobe eLearning Suite of tools. Designing and troubleshooting courseware using HTML, JavaScript, Captivate, Articulate and various LMS/LCMS authoring features and platforms. 10+ years' experience developing and administering SharePoint sites, including using SharePoint 2003, 2007 & 2010, 365. SharePoint Designer 2007 & 2010, InfoPath 2007 & 2010, as well as 5+ years supporting and training groups in the use of SharePoint 2007 & 2010. I have 10+ years of experience working in web development and web server administration.

Instructor Experience Summary:

Designed, planned, and developed course content, lessons, and instructional activities. Facilitated lab instruction for Applied Physics, Industrial Processes, Manufacturing, Technical Drawing and Architecture courses leveraging various instructional methods. Completed periodic reviews of curriculum materials, lessons, instructional materials, and equipment as needed. Led class discussions and facilitated group assignments. Created student performance evaluation instruments and methods to successfully assess student attainment of instructional objectives.

Career Overview

2020 – 2025 Instructional Designer DoDEA, Quantico, VA
2013 - 2020 Training Program Manager, FAA HQ in Washington, D.C.
2013 –2013 Instructional Designer/Technologist, Booz Allen, Hampton Roads, VA
2012 –2013 Instructional Systems Design Analyst, Booz Allen
2007 – 2010 SharePoint Portal Developer, Lead Architect, Booz Allen
2010 – 2010 LMS Requirements Documentation, Booz Allen
2005 – 2007 Web Developer, Booz Allen
2003 – 2005 Technical Support, Booz Allen
1998 – 2003 Technology Education Teacher, Virginia Public Schools
1987 – 2006 Information Technologist, E-6 United States Navy

Detailed Experience for the past 10 Years:

August 30, 2020 – Sept 25, 2025, DOD Education Activity (DoDEA) Quantico, VA – Instructional Designer GS-13 Step 7-: Solve critical problems in instructional design for the agency. Create interactive friendly products for K-12 students' educational needs. Establish assessment materials of current curriculum for the agency. Use of ADDIE & SAM models to design and revise instructional materials. Effectively communicate information with stakeholders and all interested parties. Facilitate professional learning sessions for implementing and maintaining effective online instruction. Provide information regarding online system requirements, curriculum standards, and instructional methods to supervisors and principals. Serve as Contract Officer's Representative (COR) for various Technology and Innovation Division contracts. Serve on various Technical Evaluation Teams (TET) for educational products and services. Maintain effective work relationships with headquarters, regions, districts, and school level personnel. Provide training and support to staff on program innovations and modifications. Apply knowledge of laws, regulations, and copyright standards to software development process. (40+ hours per week)

June 28, 2015-Aug 31, 2020, Federal Aviation Administration – Washington, D.C. -Instructional Systems Specialist FV-1750-J: Serve as Program Manager for major technical training projects, responsible for leading, planning and directing all major phases of the instructional systems design process, including needs analysis, course/program design and development, selection of instructional media and methods, and formative/summative evaluations. Use of ADDIE & SAM models to design and revise instructional materials. Research and apply new, improved, or experimental methods and techniques for instruction. Apply knowledge of human performance improvement principles to identify performance gaps and root causes. Monitor and coordinate information sharing regarding evolving training issues that result from regulatory and agency policy changes. Propose, author and advocate for changes in training policies and procedures. Maintain close working relationships with FAA offices, regional division subject matter experts and the FAA Academy course managers to ensure training needs and requirements are addressed with the most effective instructional methods and applicable education technologies. Ensure training products developed are aligned with and promote organizational goals. Perform project management responsibilities including developing requirements, gathering and developing project plans, communicating with stakeholders, managing resources, monitoring progress, and leading and advising contract support personnel in their tasking for the completion of web based, Instructor Led and Hybrid course development projects. Serve as Government Contract Technical Interpreter (GTIC) for various procurement efforts. (40+ hours per week)

Sept 1, 2018-Sept 30, 2018, Federal Aviation Administration – Washington, D.C. Instructional Systems Specialist FV-1750-K: Serve as Interim Branch Manager of Aircraft Certification Training Branch. Responsible for Leading and directing a team of 6 Training Program Managers and approximately 7 nationwide Enrollment Specialists for the Aircraft Certification Division of the FAA. (40+ hours per week)

Dec 01, 2013 - June 27, 2015, Federal Aviation Administration – Washington, D.C. - Instructional Systems Specialist FV-1750-I: Perform all phases of ADDIE – Analysis, Design Development Implementation and Evaluation for aviation safety inspector courses. Coordinate and facilitate meetings with subject matter experts during Analysis and Design and Evaluation phases. Conducted Learner Analyses, Needs Analyses, Skills Surveys to facilitate the creation of new courses or to revise existing instructor led and Web based training courses using a variety of courseware development tools and technologies, Adobe Captivate, Adobe Connect, Articulate, HTML 5, and Blackboard or other hosting venue. Ensure 508 Compliancy of Web based training (40+ hours per week)