

AMY CHASE MARTIN, ED.D.

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TRANSFORMATIVE LEARNING & DEVELOPMENT ADMINISTRATOR

Learning & Development Administrator with 15+ years' experience designing instruction and leading teams to optimize program and personnel performance. Proven history equipping clients with essential curriculum and corporate training across government, education, and corporate landscapes. Aptitude for translating complex concepts into credible terms for technical and non-technical audiences. Talent for building productive partnerships with key stakeholders and subject-matter experts to sharpen program focus based on performance metrics.

Professional Development • Instructional Design • Program & Project Management • Strategic Partnerships
Strategic Planning • Talent & Resource Mobilization • Team Leadership • Instructional Technology
• Client Education & Success • Data Analytics • Personnel Training

PROFESSIONAL EXPERIENCE

Consultant – Instructional Design, Technical Writing, Corporate Training

AMY CHASE MARTIN CONSULTING • 2005 to Present

Provide executive consultative leadership to diverse client base, building sustainable instructional solutions to address high-impact operational, technical, and strategic initiatives. Work collaboratively with academic, corporate, and government clients to define and actualize program improvements. Prepare all instructional materials for instructor-led and virtual training for a variety of audiences.

- Instill companies with stronger performance by coaching groups of up to 200 staff, from frontline personnel to C-level leadership, on best operational and technology practices.
- Enable C-suite self-paced online leadership training by designing curriculum maps and providing all instructional design support.
- Serve as corporate trainer for various software packages including Microsoft Office, PeopleSoft, and proprietary internal software pivotal to business continuity.
- Engage with staff to assess technical capabilities and provide hands-on training to strengthen software know-how.
- Conduct robust analysis of operational activities to design programs that bridge performance gaps and strengthen process and staff productivity.
- Steer organizational and educational development as instructional designer and trainer for Avizhen, Booz Allen & Hamilton, Frederick County Government, Computrain, Sage, and EM Warburg Pincus.

Director of Faculty Development & Instructional Media (2015 to Present)

HOWARD COMMUNITY COLLEGE - COLUMBIA, MD

Direct all aspects of professional development for 700 new and existing faculty members, leading design, promotion, and evaluation of innovative tools enabling greater staff performance. Lead dedicated team of multimedia specialists and instructional designers to facilitate educational programs designed to strengthen staff expertise in support or organizational priorities.

- Develop and analyze outcomes of active-learning instructional events and online modules using ADDIE, Backward Design, and Kirkpatrick, among other development models.
- Organize onsite and virtual events to educate staff on latest adult learning theory models, delivering 65 in-person offerings annually and 125+ Zoom events annually during COVID-19 pandemic.
- Deployed new [faculty support website](#) introducing staff and community to engaging micro-learning professional development resources, learning spaces, and instruction.
- Owned initiative to build new digital and physical space, the Center for Teaching Excellence, connecting staff with a host of instructional designers, trainers, and video production teams.
- Partner with institutions and vendors to provide professional development events for internal stakeholders.
- Negotiate +\$150K in vendor contracts annually, generating new access to media streaming, collegewide course evaluation, and crucial instructional technology support tools.

Director of Instructional Media & AV Services (2011 to 2015)**HOWARD COMMUNITY COLLEGE - COLUMBIA, MD**

Mobilized resources and staff to lead entire project lifecycles for all audio / visual purchases, installations, and maintenance for main and satellite campuses totaling 250+ classrooms. Directed 6 full and part-time instructional technologists, designers, and AV technicians to address organizational audio / visual requirements.

- Managed \$500K annual department budget and up to \$3M+ in capital projects, approving all AV expenditures to maintain operational workflows while maintaining financial integrity.
- Instrumental in major learning space design for 5 construction / renovation projects in partnership with faculty, facilities planners, architects, and AV integrators. Spaces included the Science, Engineering & Technology building (2016) and Howard Hall & Academic Commons (2018).
- Orchestrated flagship MCAPD conference including all planning and logistics that garnered 300+ participants.
- Served as college representative at local and national conferences for learning spaces and professional development that yielded a strong network of industry experts.

Clinical Instructor / Manager of Professional Development – College of Education (2009 to 2011)**TOWSON UNIVERSITY • 2007 to 2011**

Strengthened College of Education initiatives by managing key resources and projects that emphasized faculty and student development. Equipped faculty members with advanced knowledge in essential technology and pedagogy practices across main campus, online, and satellite locations.

- Designed and implemented full-time Education Innovations Lab tasked with supporting faculty development through in-person and virtual mediums.
- Created and facilitated in-person and virtual lectures for graduate and undergraduate courses including Educational Psychology, Instructional Design, Using Information Effectively, and Instructional Technology.

Manager, Teaching & Learning Support – Office of Technology Services (2007 to 2009)

Managed team of instructional designers, multimedia specialists, trainers, and Blackboard administrators to address all faculty, staff, and student technology needs. Supported software users by producing end-user documentation and online resources. Assessed and refined training offerings / delivery systems to strengthen department performance. Gathered data to analyze user interactions, trainings, and web-based instructional media.

- Steered all training connected to Microsoft Office 2007 suite launch spanning entire campus comprising 25K users.
- Grew training event attendance 30% annually by providing hands-on support and user-friendly training methodologies.

EDUCATION | TECHNOLOGY**TOWSON UNIVERSITY • Towson, MD****Doctor of Education in Instructional Technology – focus Instructional Design****Master of Science in Instructional Technology****SYRACUSE UNIVERSITY • Syracuse, NY****Bachelor of Science in Writing for Television, Radio and Film****REPRESENTATIVE TECHNOLOGIES****Adobe Captivate • Adobe Premiere • Articulate Storyline • Audacity • Blackboard****Canvas • Google Suite • Microsoft Office • PeopleAdmin • VoiceThread • Zoom****AWARDS & HONORS****HOWARD COMMUNITY COLLEGE • 2014 Administrator of the Year****TOWSON UNIVERSITY • 2008 Administration & Finance Commitment to Excellence Award Nominee****FREDERICK MAGAZINE • 2007 Frederick, MD Person to Watch****AFFILIATIONS****ASSOCIATION FOR TALENT DEVELOPMENT****MARYLAND CONSORTIUM OF ADJUNCT FACULTY PROFESSIONAL DEVELOPMENT****SOCIETY FOR INFORMATION TECHNOLOGY & TEACHER EDUCATION**