

# Kalin F. Gunn

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## Profile Information

- Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team building and training skills.
  - Strong background in Professional & Curriculum Development, Learning Management and Content Management Systems and Support, website design, development and management, graphics and logo design, office & accounting management, help desk support, and curriculum unit development.
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## Core Qualifications

- Analysis, Identifying Learner Needs
  - Curriculum Development
  - Authoring Programs (Storyline, Lectora, Captivate, Camtasia)
  - Graphics Programs (Photoshop, Fireworks, Illustrator)
  - Web Design Programs (Dreamweaver, Expression Studio, Muse, iLife)
  - LMS Implementation & Management (D2L, Blackboard, Moodle, Totara)
  - Web-based Conferencing (Adobe Connect, BlackBoard Collaborate, WebEx)
  - Programming/Development (HTML, HTML5, JavaScript, Python, CSS, jQuery, Bootstrap)
  - Adobe Certified Associate in Web Authoring Using Adobe Dreamweaver CC
  - Microsoft Office Specialist
  - Hold Professional T-6 Teaching Certificates in AL, FL (Family & Consumer Science), GA, IN, MI, NJ & OK (Business Education – ALL)
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## Professional Experience

### Florida Virtual School                      Orlando, FL (Remote Position)

#### **Web Design & User Interface Design Instruction (June 2014 – Present)**

- Teach/Lead Live Lessons for Foundations of Website Design, User Interface Design & Digital Information Technology
- Facilitate a Professional Learning Group.
- Work collaboratively to plan, prepare and implement instructional activities to engage and facilitate student success in a virtual environment.
- Track and analyze student performance data and develop learning plans, using resources to meet the needs of the students with varying backgrounds, learning styles and special needs.

#### **Curriculum Specialist, Career and Technical Education (September 2013 – June 2014)**

- Coordinated planning, designing, and development of course content and assessments.
- Developed content and assessments that meet state, national, and/or College Board standards.
- Collaborated with other Curriculum members to seek out and design innovative work for students.
- Reviewed course and content data making recommendations regarding revisions.
- Researched new and innovative curriculum practices.
- Worked with vendors to write FLVS content.
- Trained teachers and staff on new courses, content and materials.

#### **Business Instructor (September 2011 - September 2013)**

- Worked collaboratively to plan, prepare and implement instructional activities to engage and facilitate student success in a virtual environment.
- Tracked and analyzed student performance data and develops learning plans, using resources to meet the needs of the students with varying backgrounds, learning styles and special needs.

**UnitedHealthcare                      Minnetonka, MN (Remote Position)**

**Instructional Designer                      (April 2016 – December 2016)**

- Created engaging learning activities and compelling course content that enhances retention and transfer.
- Worked with subject matter experts and identify target audience's training needs.
- Visualized instructional graphics, the user interface and the finished product.
- Conducted research and analysis on learners and contexts.
- Applied tested instructional design theories, practice and methods.
- Provided engaging exercises and activities that enhance the learning process.
- Created supporting material/media (audio, video, simulations, role plays, games etc).
- Maintained project documentation and course folders.

**CareerBuilder                      Atlanta, GA (Remote Position - Contractor)**

**Instructional Designer                      (February 2015 – October 2015)**

- Designed and built engaging, effective and interactive training solutions for CareerBuilder's Global Operations employees, including eLearning, presentations and webinars.
- Maintained the content for existing on-demand training programs.
- Authored and administered any other educational material, including training manuals, knowledge management systems, multimedia visual aids and testing and evaluation procedures.
- Formed positive and productive partnerships with clients, subject matter experts and other stakeholders in which their knowledge is effectively transferred into training materials.
- Ensured the impact of learning solutions is measurable, linked to business goals and provides a return on investment.

**KMG Designs, LLC (Portfolio: <http://kgunn10.wix.com/kalin-gunn>)**

**Website Design/Graphic Design, Owner                      (June 2008 ~ July 2018)**

- Design and deliver affordable Websites, logos, business cards, flyers, brochures and other publications via Adobe Dreamweaver, Flash, Illustrator and Photoshop, HTML, CSS, JavaScript, Java, PHP and SEO
- Deliver technical support, software, courseware and system training sessions to various clients/school districts throughout the state of Georgia.
- Responsible for weekly posts to all social media outlets for certain clients.
- Manage all aspects of day-to-day operations as owner:
  - Launched a thriving part-time business, building revenue from \$0 to \$20K in the first two years with minimal overhead.
  - Finances: accounts payable/receivable, invoicing, budgeting.
  - Marketing: developed and implemented strategic marketing plan by creating special promotions and writing/designing print and web advertising.
  - Built clientele supported by 70-80% referral business.

**Georgia Department of Education                      Atlanta, GA (Remote Position)**

**Educational Technology Specialist                      (August 2011 - December 2013)**

- Developed a year long (two semesters) Intermediate Programming course for Georgia Department of Education (Race to the Top)
- Trained teachers and staff on new technologies, software and professional development courses.
- Evaluated new technologies to discover new and better ways to enhance instruction.
- Created and managed Google Analytics account, sending out bi-weekly reports and analyzing data.
- Assisted faculty in discovering methods of improving their instruction with and without technology.
- Managed all three DOE websites: georgiavirtualschool.org, gavirtuallearning.org and gacreditrecovery.org.
- Managed Google Analytics for GaVS, GaVL & GaCR websites; as well as send reports out monthly.

**Howard High School                      Macon, GA**

**Computer Science Teacher                      (2009-2011)**

- Established structured curriculum and conducted teacher training workshops on Adobe Dreamweaver and Flash CS3 for Bibb County CTAE Department.
- Designed, developed and implemented curriculum for the following student courses: Computer Applications, Fundamentals of Website Design and Advanced Website Design.
- School Webmaster and Yearbook Advisor
- Earned Silver Paw Award in 2011

**Luella High School**                      **Locust Grove, GA**  
**Computer Science Teacher**                      **(2008-2009)**

- Designed, developed and implemented curriculum for the following student courses: Computing in the Modern World and Business Essentials.

|                                   |                           |
|-----------------------------------|---------------------------|
| <b>Gray Station Middle School</b> | <b>Gray, GA</b>           |
| <b><i>Computer Teacher</i></b>    | <b><i>(2006-2008)</i></b> |

- Developed and conducted inter-grade activities. Utilized Microsoft Office Suite 2003 and Adobe CS3 Design Premium.
- Developed curriculum and conducted teacher training workshops on Adobe Photoshop, Microsoft Excel and Microsoft Publisher.

**AMB i.t. US, Inc., Smyrna, GA – Website: <http://www.amb-it.us>  
Accounting/HR Manager (2003-2006)**

Managed front-office operations and provided impeccable customer service:

- Performed daily accounting activities such as, maintenance of the general ledger and preparation of various accounting statements and financial reports.
- Completed, submitted and processed invoices for payments.
- Managed accounts payable and receivable.
  - Decreased past due balances from \$1.3 million to \$325K in one year's time.
- Handled travel and expense reports with account summaries.
- Consistently entrusted with large sums of money.
- Maintained inventory control.
- Created and maintained the knowledge base and FAQ sections of the company site.
- Account manager for two different racing markets (Clients: NASCAR, SCCA, and Porsche Club).

## Education

- **Code Academy**  
Full Stack JavaScript Path 2015 - 2016
- **Ed.S of Business & Marketing Education**  
Auburn University, Auburn, AL 2010
- **M.Ed. of Business Education**  
University of West Georgia, Carrollton, GA. 2006
- **Bachelor of Business Administration (Computer Information Systems Major)**  
Georgia College & State University, Milledgeville, GA 2001
  - Student Ambassador
  - Member of Delta Zeta Sorority