

# Robert L. Moore Resume

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## EDUCATION

- University of North Carolina at Chapel Hill, BA: Political Science, May 2004
- St. Albans High School, Washington, DC - June 1999

## COMPUTER SKILLS

- Proficient in all Microsoft Office Applications (2003 and 2007 Versions), experience with NT and Windows 95/2000/XP/Vista/Windows 7 O/S
- Proficient with UNC-Chapel Hill employment functions in AIS Mainframe and Recruitment and ApplicantWeb
- Proficient with Camtasia Studio, Snagit, and Adobe Captivate.
- Working knowledge of Final Cut Pro Studio, GarageBand, HTML, CSS, PHP, Javascript, JQuery, Dreamweaver.
- Familiar with Adobe Photoshop and Flash

## AWARDS

- Received UNC-CH IT Award (2009) for work developing and managing several large scale projects and supporting the Spanish Course Redesign project.

## CERTIFICATIONS

Completed courses which are part of the Diversity, Project Management, Communications, and Supervisory certificate tracks offered through UNC-CH Training and Development.

- LEARN NC Certificate in Online instruction (2010) - required over 150 hours of work to complete the coursework.
- Completed Lynda.com training for Captivate 4
- Notary Public (commission expires 2010)
- HR Facilitator
- Supervisory Resources Training
- MBTI training classes(Through UNC T& D)
- UNC-CH Grievance and Support Panel member

## PROJECT MANAGEMENT EXPERIENCE

Created the FLRC Applications Development group which consists of myself (project manager), content editor, graphic designer and computer programmer.

- Managed the development of FLRCVideos (<http://flrcvideos.unc.edu>) which is an ONYEN-protected video library of tutorials, classroom videos, and student presentations and interviews.
- Managed the development, training, and support for the fully online language placement tests in French, German, and Spanish (<http://flrcvideos.unc.edu/playlist.php?id=20>)
- Managed the development of the online Latin test and had that integrated into the online language placement system (<http://flrcvideos.unc.edu/video.php?link=331>)

- Managed the development of ROMLnet which is an Oracle based database that manages the Department of Romance Languages' inventory, faculty listservs, and coordinator and language director evaluations.
- Started the ROML Sakai Pilot which moved multi-section language courses from Blackboard to Sakai (<https://flrcvideos.unc.edu/playlist.php?id=18>)
- Managed the creation of the CCRL Registration interface
- Managed the transition of the Department of Romance Languages departmental website from HTML/CSS to Plone.

### INSTRUCTIONAL EXPERIENCE

- Created three on-line modules for the face-to-face methodology course, ROML 700: Theories and techniques of teaching foreign languages. The modules, titled "Technology and Language Instruction" were a mix of virtual classes done through Elluminate and the Sakai discussion forum.
- Co-facilitated two UNC Center for Faculty Excellence workshops on Teaching Large Classes/Interactive Learning. January 2010.
- Created FLRC700: Integrating Multimedia in Language Teaching and Learning and taught the fully online course using Sakai and Elluminate to a pilot group of 10 language instructors in Spring 2010. (Overview of the Sakai tools used for the site: <http://flrcvideos.unc.edu/playlist.php?id=22>)
- Part of the project team that has transitioned several introductory language classes to hybrid models, including the fully online Spanish 101 course.

### TRAINING EXPERIENCE

- Developed and managed the training of all language instructors that have transitioned from Blackboard to Sakai (approximately 50 instructors and over 2,000 undergraduates each semester)
- Created online training materials for using Blackboard Grade Center (<https://flrcvideos.unc.edu/playlist.php?id=6>)
- Created training for instructors needing to update their departmental bios using Plone.
- Created online training materials for using Elluminate (Moderators: <http://flrcvideos.unc.edu/playlist.php?id=23>; Participants: <http://flrcvideos.unc.edu/playlist.php?id=24>)
- Created online training materials for how to use PowerPoint Design Tools: (<http://flrcvideos.unc.edu/playlist.php?id=26>)
- Created online training materials for courseware used in language courses (Examples: MySpanishLab: <https://flrcvideos.unc.edu/playlist.php?id=10>; Motifs: <https://flrcvideos.unc.edu/playlist.php?id=8>)

### PRESENTATIONS

In addition to these formal presentations, I am also frequently asked to make short presentations at various meetings, including the LMS User Group meeting or faculty meetings.

- "How Sakai solved the multi-section problem for Romance Languages". 11<sup>th</sup> Annual Sakai Conference. Denver, Co. June 2010 (Video/PDF Link: <http://flrcvideos.unc.edu/video.php?link=884>).
- "Solving the training and support challenge". 11<sup>th</sup> Annual Sakai Conference. Denver, Co. June 2010 (Video/PDF link: <http://flrcvideos.unc.edu/video.php?link=883>).
- "Technology Innovations for Academic Advising". Academic Advising Deans. February 2010. (Presentation link: [http://www.unc.edu/~romoore/presentations/academicadvising\\_feb4\\_tech.pptx](http://www.unc.edu/~romoore/presentations/academicadvising_feb4_tech.pptx)).
- "Streaming Course Coordination with Sakai" with Tacia Kohl. UNC TLTC Group. - Jan 20, (Video/PDF link: <https://flrcvideos.unc.edu/playlist.php?id=17>)

- "ROML Sakai Pilot: A Solution for MultiSection Course Management". UNC CTC Annual Retreat. October 2009. (Presentation Link: [http://www.unc.edu/~romooore/presentations/ctc\\_oct09\\_sakai.pptx](http://www.unc.edu/~romooore/presentations/ctc_oct09_sakai.pptx)).
- "FLRCVideos: An Innovative Approach to Online Videos as a Learning Tool" UNC CTC Annual Reteat. Oct 23, 2009. (Video/PDF link: <http://flrcvideos.unc.edu/playlist.php?id=25>)
- "Redesigning Introductory Spanish: A Blended Approach". National Center for Academic Transformation (NCAT) Course Redesign Workshop at UNC-CH Stone Center. Nov 2009.(Video/PDF link: <http://flrcvideos.unc.edu/playlist.php?id=21>; my section: <http://flrcvideos.unc.edu/video.php?link=525>)
- "Facebook: A new twist on instruction" with Libby Evans. Teaching and Learning with Technology Annual Conference, a roundtable discussion conducted in Elluminate, March 2009. (Presentation link: [http://www.unc.edu/~romooore/presentations/tlt\\_mar09\\_facebook.ppt](http://www.unc.edu/~romooore/presentations/tlt_mar09_facebook.ppt))
- "Assessing Student Performance with Flip Video and VoiceThread" with Suzanne Cadwell. Teaching and Learning with Technology Annual Conference, a roundtable discussion conducted in Elluminate, March 2009. (Presentation link: [http://www.unc.edu/~romooore/presentations/tlt\\_mar09\\_voicethread.pptx](http://www.unc.edu/~romooore/presentations/tlt_mar09_voicethread.pptx))
- "A New Model for Introductory Spanish" with Bob Henshaw, Erika Bagley, Hosun Kim, and Glynis cowell. UNC Teaching and Learning Technology Collabroative Conference. March 2008. (Presentation link: [http://www.unc.edu/~romooore/presentations/tltc\\_mar08\\_redesign.pptx](http://www.unc.edu/~romooore/presentations/tltc_mar08_redesign.pptx))

#### **LEADERSHIP EXPERIENCE**

- Chair of the 2010 IT Awards Planning Committee
- Volunteer Member, Chancellor's Committee for the Martin Luther King, Jr. Birthday Celebration, UNC- Chapel Hill, Fall 1999-Present

#### ***Founder/Chair, Carolina R.O.C.T.S., UNC-Chapel Hill, Fall 2003***

Day for Service Planning Committee

- Created organization to help organize annual Day for Service on Dr. King Holiday
- Under leadership, program had over 500 UNC students engaged in service on the Day
- Raised \$2,500 through co-sponsorships and grants to fund program

#### ***Founder/President, Carolina H.E.E.L.s, UNC-Chapel Hill, Fall 1999-May 2002***

- Created the Youth Leadership Day and Tar Heel 4 a Day programs at UNC
- Youth Leadership Day brings middle school students to UNC on the Dr. King, Jr. Holiday
- Wrote Public Service Grant totaling \$3260 for Tar Heel 4 a Day that brings high school students to UNC for acollege-shadowing day in the spring
- Raised over \$14,000 to use for program expenses

#### ***Advanced Leadership Class, Carolina Leadership Development, UNC-Chapel Hill, Fall Semester 2001***

- Invited to join class as one of the top campus student leaders
- Participated in various advanced leadership techniques, lessons and offered support and advice to other classmates for the individual student organizations.

#### ***Race Relations Coordinator, Executive Branch of Student Government, UNC-Chapel Hill, Fall 1999-Spring 2000***

- External appointment by Student Body President and served on the Human Relations Committee
- Worked to promote programs organized by the various student cultural organizations
- Organized the first annual Youth Leadership Day, which occurred on Monday, January 17, 2000.

**JOB EXPERIENCE*****Instructional Technology Developer, School of Government, UNC-Chapel Hill, September 2010-present***

- Work in the Teaching and Learning Support group in the Information Technology Division
- Provide on-site support for webinars
- Develop e-learning modules for clients using Captivate and Adobe Presenter
- Provide instructional technology support to faculty in the School.

***Resource Center Manager, Dept of Romance Languages, UNC-Chapel Hill, August 2005-September 2010***

- Responsible for managing resources and staff of the Foreign Language Resource Center (FLRC) in Dey Hall (currently over 25 students)
- Responsible for managing budget (use Excel and AIS) and all (hiring, termination, change of FTE, etc) payroll actions in HRIS for student employees.
- Implemented open source solution to handle the scheduling and worked with graphic designer to make design changes to CSS template. The needs of the scheduler have exceeded the open source solution and the plan is to build our own staff scheduler using JQuery, Oracle DB, and php.
- Created work plan and managed UNC-CH computer science students whom reprogrammed and redesigned FLRC catalog site to improve usage, functionality and maintenance.  
(<http://flrc.unc.edu/catalog>)
- Created more effective and efficient business practices for the distribution and copying of instructional media for students in language classes
- Initiated and managed renovations/technology upgrade on FLRC classrooms to provide for more functionality, better ease of use for language instruction classes
- Responsible for reserving multimedia rooms in FLRC and Toy Lounge
- Created original Toy Lounge website to automate reservation process and make more transparent (<http://www.unc.edu/toylounge>). Currently moving the site to a fully online system.
- Created the Virtual FLRC (<http://flrc.unc.edu/rooms>) which allows for 360 degree tours of each of the classrooms and ability to make room requests. This involved learning a new software program and taking the pictures and stitching them together. I selected a CSS template and had a graphic designer change a few of the graphics to rebrand it for the Virtual FLRC.
- Established liaison with Media Resource Center in Undergraduate library to allow for sharing of media, better communication and cooperation, and sharing institutional knowledge and experiences.
- Established liaison with ITS Teaching and Learning and Classroom Hotline to integrate interactive media into classroom instruction.
- Responsible for providing multimedia support to language instructors.
- Responsible for implementing new and innovative methods for teaching.
- Develop training materials using Camtasia Studio, Snagit, and Captivate for topics such as Blackboard, Sakai, and Powerpoint.
- Develop and lead department specific training workshops on Blackboard, Blackboard:Gradebook, Excel and Powerpoint.
- Participated in the ITS sponsored pilots of [coursecast.unc.edu](http://coursecast.unc.edu) and [voicethread.unc.edu](http://voicethread.unc.edu) and provided support for the implementing of these for language instructors
- Collaborated with Brian Payst in Division of Student Affairs on Rave Wireless Pilot.
- Responsible for renovation of classroom currently used for the Spanish Hybrid course

- Worked with instructors, Facilities and Classroom hotline to convert empty computer room space into multimedia room.
- Created course website with designer and orientation video for new students (using Flash, CSS, HTML, Final Cut Studio, Visual Hub, and GarageBand), which can be seen at <http://roml.unc.edu/spanhybrid>

***Office Assistant IV, Office of Human Resources, UNC-Chapel Hill, March 2004-August 2005***

- Supported HR Generalists in processing applications, completing closing reports, completing commitment folders
- Created the standards for processing of applications; created Excel spreadsheet to make layoff calculations for large departments.

***President, R. Moore & Associates, Chapel Hill, February 2003-Present***

- Started marketing and web development company
- Company does contract work for various clients ranging from business plans to database driven sites
- Handle all administrative functions- hiring, payroll, recruitment, client interaction
- Manage a workforce of about 15 contractors

***Communications Intern, Office for Minority Affairs, UNC-Chapel Hill, Fall 2003-March 2004***

- Created survey instrument for Project Uplift 2002 summer program participants
- Developed methodology for tabulating, recording, and presenting the results of the survey

***Resident Advisor, St. Albans School of Public Service, Washington, DC, Summer 2002***

- Supervised 18 male students and organized pool tournament for them
- Attended field trips of government offices in the Washington, DC area
- Assisted with the logistics of the program including general office tasks

***Resident Advisor, Department of Housing and Residential Education, UNC-Chapel Hill, August 2001-May 2002***

***Student Assistant, Department of Anesthesiology- UNC Hospitals, UNC-Chapel Hill, March 2000-March 2002***

- Worked for Anesthesiology Information Management Systems (AIMS) office and performed general office tasks which including answering calls placed to the Help Desk
- Provided technical support including installation, upgrades, reformatting, and troubleshooting
- Created organizational and check out system for all departmental CDs and Diskettes

***Office Intern, Alumni Development Office, St. Albans School, Washington D.C., Summer 2000***

- Performed general office duties which included soliciting donations for School
- Solicited donations for annual Bulldog Golf Tournament and efforts netted \$10,000 for the Tournament.

REFERENCES Available upon request