

Susan Neva, MPA

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I. OBJECTIVE

Instructional Designer
Curriculum Writer
Project Manager
Program Manager
Business Analyst
Business Development Analyst
Research Analyst
Program Evaluator

Institutional Researcher
Management/ Program Analyst (fed govt title)
Writer (fed govt title)
Statistician (fed govt title)
Policy Analyst (fed govt title)
Contract Specialist/Analyst (fed govt title)
Budget Analyst (fed govt title)
Research/Legislative Analyst (state govt title)

Preferred Functions Include

- Research (Technologies, Ideas)
- Consulting
- Product Upgrades and Documentation
- Needs Assessment, Analysis
- Workshop Presentations
- Learning Experience Design
- Learning Experience Development
- Learning Experience Management
- Writing (Curriculum, Processes, Procedures, Reports)
- Program Development
- eLearning
- Instructor-Led Training
- Web-Based Training
- Project Management / Coordination
- Social Media / Web 2.0
- Evaluation (Statistics, SPSS, SAS, Reporting)

II. COMPETENCIES

Team Leadership and Project Management; Organizational Leadership

Complementing Team
Work Styles
Building Teams
Consultation
Influencing Others
Encouraging Others
Mentoring both Beginners and Experienced
Facilitating Meetings
Setting Goals
Providing Time Estimates
Delegating Tasks
Meeting Deadlines
Synthesizing Information and Resources

Instructing, Tutoring, Training

Coaching
Tutoring
Teaching Groups
Observing Accurately
Evaluating Learning Problems
Advocating
Handling Customer Relations
Planning Activities
Managing Time Well

Information Acquisition; Market Research; Data Analysis; Organization; Writing; Presentation
Gathering, Classifying, Categorizing,
Organizing, Analyzing
Information
Judging Quality
Interpreting
Information
Explaining Information
Editing Existing
Information
Informing Organization
Writing Reports

Market and Product Knowledge; Designing; Process Improvement

Big Picture Thinking
Seeing Possibilities
Setting Direction/Vision
Assessing Resources
Designing Projects, ELearning
Improving Efficiency
Expediting Processes
Administering Procedures
Understanding Technology

III. POSITIONING STATEMENT

Analyst | Instructional Designer | Strategist | Information Broker | Educational / Curriculum Design Expert

Designer and manager of strategically visionary ideas. Over five years of experience combined in instructional design, curriculum development, writing, needs assessment in a variety of environments: multicultural, multilingual, international populations as well as private, public, defense, and nonprofit sectors. In addition, five years of project management/coordination experience, collaborating with SMEs. Insightful, observant customer service specialist.

I constantly seek out new models and languages. Serve as internal or external consultant, aligning learning needs to business objectives; partnering with business teams; managing content rich online products; driving/launching social media strategy and marketing; creating, implementing, and managing curriculum/training; defining product requirements; creating new systems.