



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: IA

Title: Presentation of a Recommendation from Mayor Lora Vitek to Approve Appointment of City Clerk for 2021-2025

Presenter: Mayor Lora Vitek

Meeting: City Council Date: May 3, 2021

Proposed Cost: \$ Budgeted Amount: \$ Not Budgeted:

Executive Summary *(if not budgeted please explain):*

No candidates came forward for the position of City Clerk for the 2021 consolidated election.

Request favorable consideration of appointment of Nancy Garrison as City Clerk for the period of May 3, 2021 through April 30, 2025.

Attachments *(please list):*

Resume

Recommendation/Suggested Action *(briefly explain):*

Presentation of a recommendation from Mayor Lora Vitek to approve appointment of City Clerk for 2021-2025.

NANCY GARRISON

Instructional Designer

██████████
██████████@gmail.com

EDUCATION

**Masters of Science
Education—Instructional
Technology, 1998**
Northern Illinois University
DeKalb, Illinois

**Bachelor of Science
Degree—General
Management, 1989**
Purdue University
West Lafayette, Indiana

SKILLS

Articulate Storyline

Microsoft Word

Microsoft PowerPoint

Microsoft Excel

PROFILE

A skilled instructional designer with experience in the development of instructor led training, eLearning, self-paced learning, and blended learning. Possesses strong consulting and project management skills with the ability to coordinate people and resources. Highly-organized work style with strong attention to detail.

PROFESSIONAL ACCOMPLISHMENTS

Instructional Design

- Conducted needs and task analyses for variety of learning solutions including instructor led, eLearning, self-paced, and blended learning.
- Designed learning solutions by creating design documents and outlines, storyboards, prototypes, and final materials using a variety of tools.
- Collaborated with subject matter experts, stakeholders and learners to create effective and appropriate learning solutions.
- Facilitated focus groups evaluating training for internal and external customers.
- Mentored and consulted with team members to develop instructional design skills.

e-Learning Development

- Created eLearning using Articulate Storyline for global audiences for a variety of industries including customer service, benefits administration, automobile, and safety.
- Assisted in the creation of a templates that significantly reduced instructional designer development time using Storyline.

Project Management

- Project managed instructional design team responsible for design, development, and maintenance of 60 courses (instructor-led, self-study, and CBT) on health, pension, and retirement plan benefits.
- Managed two-week curriculum project through coordinating the efforts of other associates, subject matter experts, and administrative staff.

EMPLOYMENT EXPERIENCE

Instructional Design Consultant

10/2003 to present

Nancy Garrison Consulting, St. Charles Illinois

- Design and develop learning solutions for a variety of clients and industries. This process includes working with subject matter experts, stakeholders, and employees locally and globally to determine most effective training approaches.

Lead Instructional Designer/Project Manager

09/1998 to 09/2003

Hewitt Associates, Lincolnshire, Illinois

- Designed and developed online and instructor-led training materials, using rapid prototyping procedures. During 1999, approximately 1,220 associates attended this training. Design and development process includes conducting needs and task analyses with subject matter experts, creating instructor, participant, and supporting materials, and observing and evaluating training.
- Project management of a team responsible for design, development, and maintenance of 60 courses (instructor-led and self-paced). Responsibilities include consulting with internal clients to determine training needs, developing project plans, and leading team to facilitate project completion.

Instructional Design Consultant

11/1997 to 08/1998

CARA Corporation, Oak Brook, Illinois

- Designed and developed instructor-led course materials for client's internal benefit processing system.

Analyst

04/1997 to 11/1997

Andersen Consulting, St. Charles, Illinois

- Created Internet-browser based computer-based training (CBT) by designing screen layout and editing and reviewing content.
- Conducted usability tests by gathering information regarding screen design, content layout, and general functionality.
- Supervised and trained an intern in creating Andersen's Internet-based CBT courses.

Course Developer/Instructional Designer

10/1994 to 04/1997

PLATINUM technology, inc., Oakbrook Terrace, Illinois

- Designed instructor-led training materials by conducting needs and task analyses, scheduling and coordinating team members (SMEs, publishers, and graphic artists), and designing and reviewing course materials.
- Created CBTs by designing screen layout, mapping information, and providing appropriate feedback for student responses. CBT development also included developing software specific simulations, allowing users to learn in a controlled environment.

City Clerk

04/2006 - 05/2017

City of St. Charles, Illinois