

Caelynn Prylo

20 River Street • Hoosick Falls, NY 12090 • 518.281.3374

caeprylo@gmail.com

Education

UNIVERSITY AT ALBANY, Albany, NY

M.S. in Curriculum Development and Instructional Technology (May 2008)

- Focus in learning technologies and instructional theory
- Completed coursework in: Educational philosophy and ethics; Instructional design; Distance learning design and development; and Urban education
- Dean's List

UNIVERSITY OF VERMONT, Burlington, VT

B.A. in Anthropology, Minor in French (May 2003)

- Cum Laude
- Golden Key International Honour Society and Lambda Alpha National Collegiate Anthropological Honor Society

URSINUS COLLEGE, Collegeville, PA

Freshman and sophomore undergraduate years completed

- Study abroad in Senegal

Work Experience

RENSSELAER POLYTECHNIC INSTITUTE, Troy, NY (2008 – present)

Course Developer

- Participated in review team for Blackboard exemplary course project
- Supported distance and blended courses through learning management system
- Consulted with faculty and staff on learning management system and course delivery technology use and troubleshooting
- Created tutorials and training materials for software and web-based technology
- Assisted with presentations to on and off campus groups
- Researched and consulted on innovations in instructional delivery methods, instructional design models, and emerging technologies
- Managed student interns and aspects of course development team administration
- Assisted with content creation and management for course development team website (<http://www.rpi.edu/coursedevelopers/index.html>)

BENNINGTON COLLEGE, Bennington, VT (2005 – 2008)

Advancement Assistant/Alumni Programs Coordinator/Alumni Programs Manager

- Created and implemented a revitalized alumni relations program including a unique reunion cycle; expanded benefits to alumni through on and off campus partners; and the creation of a volunteer corps of alumni
- Budget development and management
- Managed student interns, one fulltime assistant, in addition to alumni and staff volunteers
- Created copy for, built, and oversaw the alumni portion of the college's website in addition to maintaining a presence on social networking sites, utilizing online survey tools, and managing a bi-monthly e-newsletter
- Planned and coordinated the 75th Anniversary celebration for the college incorporating many on-campus partners and off-campus vendors—the largest on-campus event in the college's history, in addition to other on-campus and regional events
- Provide customer service and various forms of support and assistance for the college's 8000+ alumni
- Collaborated on and managed creation and publication of various print pieces

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ITT TECHNICAL INSTITUTE, Albany, NY (2003 – 2005)

Representative/Senior Representative

- Enrolled students and assisted with housing & transportation needs, financial aid opportunities
- Organized open house events, orientations, headed a Retention team, and developed promotional materials
- Presented to local organizations on topics relevant to technical education

Relevant Professional Development and Conference Attendance

- Albany Consortium for Research in Instructional Design and Theory (ACRIDAT), regular attendance September 2008 - present
- Lecture Capture: Beyond Cost & Complexity, Campus Technology Webinar, February 2009
- Teaching for Intelligence: Believe to Achieve Conference, March 2008
- Exploring Social Networking and Media Sharing Sites to Engage Young Alumni and Students, Academic Impressions Web Conference, February 2008
- Every Child Counts: A Symposium Dedicated to Ending the Gap, November 2007
- Advanced Excel 2003, CompuWorks Systems Inc., June 2007
- Quality Customer Service Roundtable, New Directions Consulting, May 2007
- Fundamentals of Successful Project Management, SkilPath Seminar, February 2007

Additional Skills

COMPUTER

- Proficient in use of Microsoft Excel, Word, Works, PowerPoint, Publisher; Adobe Acrobat, Captivate, Connect, Dreamweaver, Photoshop; Camtasia Studio; Oracle-based and Raiser's Edge databases; Windows Movie Maker; Blackboard 8.0; website publishing tools; online social networking sites; synchronous and asynchronous communication tools
- Working familiarity with Adobe Fireworks, Flash, Illustrator; Knowledge Forum learning environment

LANGUAGE

- Proficient in writing and reading French

Professional Memberships

- Association for the Advancement of Computing in Education (AACE)
<http://www.aace.org/>
- The eLearning Guild
<http://www.elearningguild.com/>