

Kathleen L. Beaumont, - Curriculum Vitae

Personal Information

Kathleen L. Beaumont
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Education

January 2002 – March 2002
AEDT 510 Course Design for Adult Learners
Seattle University
Seattle, WA USA

September 1992 –December 1994
Bachelors of Science, Workforce Education and Development
Southern Illinois University
McChord AFB, WA USA

September 1981- June 2003
Associate in Digital Design
Pierce College
Lakewood, WA USA

September1973 – June 1978
Associate of Arts, Liberal Studies
Antelope Valley College
Lancaster, CA USA

September 1975 – December 1975
International Student, Bible Courses
Vancouver Bible College, Vancouver B.C., Canada

Honors and Awards

1974 Freshman Class Vice President, Antelope Valley College
1998 Fall Quarter President's List, Pierce College
Honors Graduate, Pierce College
Extra Mile Award, Pierce College

Professional Training and Development

Canvas LMS, University of Washington Tacoma
Drupal Web Editor, University of Washington Tacoma
Tegrity Lecture Capture, University of Washington
Lean Six Sigma Green Belt Certificate (40 hours), University of Washington Tacoma

NSF Grant Technology IT Project, Pierce College
Blackboard and Angel LMS, Pierce College
Advanced Angel Training, WAOL
Wimba, Pierce College
Quality Matters, Pierce College
Cultural Awareness Training for Faculty (40 hours), Pierce College
Basic Training of Trainers (40 hours), Advanced Training of Trainers (24 hours), Policy and Procedure Writing (24 hours) Washington State Criminal Justice Training Commission
Desktop Publishing (16 hours), Commercial Vendor

Conference and Other Presentations

2013 Guest speaker -
Human Resources Certificate: Training and Development Course
University of Washington Tacoma

1990 Presenter
Annual Training Manager Conference
Washington State Criminal Justice Training Commission
Desktop Publishing for Trainers

2009 – 2012 Presenter
All-College Day
Pierce College
Seminars in Excel and Word

Certifications

Certified Program Planner (CPP), Learning Resource Network (LERN)
Lean Six Sigma Green Belt, University of Washington Tacoma

Committee Memberships

PRO Staff Training Committee, University of Washington Tacoma
Comprehensive Internationalization Committee, University of Washington Tacoma
CLUSTER - Curriculum review, 2 years, Pierce College
Facilities Rental Committee, Pierce College
Classified Staff Training Committee, Pierce College

Teaching Experience

April 2001 - Present
Adjunct Professor and Contract Trainer
Pierce College Digital Design Program
DDSGN 120 Production Management
DDSGN 121 Layout Publication and Design
Intel New Employee Orientation/Pierce College Program

Develop content and instruct two college level professional technical courses (one grounded and one online) in the Associate in Digital Design degree program. Taught desktop publishing using Adobe Pagemaker, Quark and Adobe InDesign CS and Adobe Photoshop CS. Migrated grounded course to online in Blackboard, Angel and Canvas. Maintain DDSGN 121 companion course website: <http://www.pierce.ctc.edu/staff/kbeaumont/DDSGN/>

October 1987 – December 1996
Human Resource Development Specialist III & IV
Washington State Criminal Justice Training Commission

Designed and conducting training for law enforcement (LE) and corrections personnel: 40 –hour First Level Supervision (co-trainer), 8-hour Time Management for Support Professionals, 24- hour Database Management for LE and Corrections, 8 –hour Effective Communication Skills. Teach various units in the Support Services Academy. Served as Practical Test Rater and Actor for Corrections and LE academies.

Professional Experience

January 2013 to Present
Program Manager
University of Washington Tacoma

Serves as the operations manager managing and supervising the day to day operations of the KeyBank Professional Development Center and provides leadership and direction to the staff. Serves as certificate programs' recruiter and adviser for all programs. Major administrative responsibilities include new student recruitment, application review, and admissions, academic advising, administrative support for instructors and payroll/personnel matters, and departmental budgets and expenditures. Assists Director with strategic planning and implementation of new initiatives. Provides fiscal management of all program budgets. Represents unit at outreach events, community organizations, and college/university fairs. Create advertising and marketing materials. Write content, upload and maintain department website. Plans and coordinates information events for prospective and admitted students. The unit is defined to include all continuing education programs (certificate programs, workshops, seminars, classes, etc.).

Develop and evaluate curriculum independently or in collaboration with instructors to meet the needs of the adult learner

Manage all of the unit's budgets to include self-support, gift and endowment, and scholarship accounts.

Design, write copy and create advertising materials for KeyBank PDC programs for distribution in a wide range of print and electronic media: Write copy, create customized graphics, write CSS, JavaScript and HTML code and use Drupal content management software to create and maintain website www.uw.tacoma.edu/keypdc. Consult with the Graphic Design department to ensure materials meet the UW Tacoma standards for design work and proper use of logos. Prepare displays and materials for conferences. Create registration, admissions and other forms using a wide range of software including Microsoft Office and Adobe Creative Suite (InDesign, Photoshop, and Illustrator). Photograph and create customized graphics for advertising and marketing materials. Supervise and proof the work of the internal department graphics design staff and digital design interns.

Interview and hire student workers, interns, and work study students as assigned; supervise, assign and review work, and direct employee resources as needed:

Recruit and direct personnel to support the department's administrative operation; recruit and hire instructors and independent contractors; provide leadership and direction to staff; coordinate payroll for unit; provide guidance, information, and advice to staff.

Serve as student advisor to all certificate programs in the unit.

Initiate, write, and oversee proposals and contracts for providing extension or continuing education programs to other public, private, or non-profit businesses.

Write and format reports, documentation and analyses to meet the needs of the Director, faculty, program and University administration; responsible for policy compliance/

December 1998 – Present
Freelance Digital Design Services
Klbeaumont.com

Design brochures, registration and liability release forms and edit web content for Eon Tours, Inc., Antalya Turkey.

Script, film, photograph and edit a 20 minute video highlighting the features of the Allied Arts and Humanities Building, Pierce College Puyallup for building architect for presentation at a national conference.

Film, photograph and edit a 45 minute Pierce College travel program video on location in Turkey.

Script, film and edit video for Pierce College retirement (Aysin Clay) event.

Script, film and edit video and create Flash interactive PDF brochure for Pierce College retirement (Lisa Reeves) event.

Script, film and edit videos for weddings, birthdays and other events.

December 1998 – December 2012
Program Manager Developer
Pierce College Continuing Education

Responsible for program development and operations management for over 100 ever-evolving grounded courses and over 250 online courses offered each quarter by Continuing Education. Work with local instructors, community organizations and local business to develop and provide high quality and timely career and professional development courses and a wide range of leisure and personal enrichment courses.

Serve as student advisor for a wide range of self-support credit and non-credit open enrollment and certificate programs. Represent and market continuing education programs (and the College as a whole) at recruiting events including high schools college fairs, military bases, corporate education fairs, and community events. Plan and present informational classes students for available programs.

Instructor Recruitment, Hiring and Support: Recruit, train, supervise and evaluate over 60 instructors. Negotiate instructor salaries. Develop new course ideas and curriculum. Provide day to day support for instructors including completion of application and hiring paperwork, training in use of audio visual equipment, resolving building and technology issues, resolving student issues, and ordering printed materials. Negotiate salaries, approve payroll, prepare special assignments and specialized contracts for non-instructional work and services. Assist faculty in navigating Intranet resources for payroll and time tracking and email setup and use.

Work with closely with tenured and continuing education faculty to develop new and update existing credit and non-credit curriculum. Serve on College curriculum review committees for college level course. Write and submit course outlines and outcomes for curriculum board approval. Collaborate with tenured faculty, Deans and Admissions Director to streamline existing and develop new field study programs. Train new instructors on adult learning strategies, skill training and classroom management techniques. Observe and review classroom instruction. Coach new and existing instructors, review student evaluations, and problem solve to improve course content and delivery. Recruit advisory board members and hold board meetings for professional technical credit programs (real estate). Develop curriculum and teach digital design credit courses, one grounded and one online.

Provide fiscal oversight for over 20 continuing education self-support budgets. Report progress towards fiscal goals, resolve discrepancies and prepare complex spreadsheet data and reports for the Vice President of

Workforce, Economic and Professional Development during annual budget development process. Prepare fiscal reports using College financial management database. Monitor revenues and expenses on a course-by-course, department and program and division level. Order supplies, books, equipment and materials using College purchase requisition system and College issued purchase card. Reconcile and justify all purchases. Monitor and approve complex travel expenses (lodging, tickets, meals, van and car rentals, airline, field supplies) for out of state field study programs.

Recruit, train and supervise student workers and part-time staff. Provide meaningful internships with tasks related to their skills and abilities while meeting the various clerical and program needs of the department. Assign and review progress and work. Assist staff in navigation and completion of electronic time cards.

Prepare customized proposals and contracts for services, instruction, rentals and other services provided to city, state and federal public agencies, private and corporate businesses, and non-profit service providers. Approve contractor payments and initiate billing.

Work within the structure of the state community college system regarding hiring, disciplinary, payroll, purchasing, contracting, registration and recordkeeping, software use, insuring continuing education programs and practices conform to state and federal laws. Develop policies and procedures to complement College policies and increase effectiveness and ease of use for students and staff. Prepare reports on progress towards budget goals, enrollment figures for Vice President's Office.

Serve as department lead, advisor and on-site technical support in technology software and hardware purchases for staff and computer labs at an off-site facility. Order software and coordinate installation with the institutional technology department (IT). Serve as onsite troubleshooting for computer equipment and software, and a wide range of audio-visual instructional equipment evening and Saturdays when IT staff are not available. Train staff and faculty in use of classroom technology on the job and in conduct staff training workshops.

Creatively use a wide range of professional design software to create instructional and marketing materials for classroom and online use. Develop and maintain a large customized departmental website at www.PierceCE.com. Create customized online forms, downloadable form field documents, tracking documents, and surveys using MS Word, Adobe Dreamweaver and Acrobat and other specialized software. Use Adobe InDesign, Photoshop, Illustrator and Premiere to create advertising materials for print and create customized videos. Collaborate with the database development team to create and improve the continuing education online schedule and registration system. Creatively use the student management system (SMS) database to create reports, attendance and other merge documents. Access SMS database to analyze enrollment and revenue data. Setup and manage the department's Facebook page.

September 1997 – December 1998
Administrative Assistant
Pierce College Transitional Education

Primary Responsibilities: Provided administrative support to the Division Chair and faculty. Prepared faculty payroll contracts. Monitor and reconcile 10+ division budgets. Order books and materials. Recruit, hire and supervise work study students and part-time staff. Take and publish division meeting minutes. Create/publish a wide range of reports, flyers and other documents for instructional use. Design presentation materials.

June 1996 – December 1998
Consultant
Self Employed

Conducted training for public agencies, schools and private business in time management, Matrixx Color Systems, Computer Applications, Training of Trainers, Administrative Support Skills, First Level Supervision, Effective Communication, and conducted skill assessments on a contract basis. Developed new skill assessment tools used to evaluate students in the Criminal Justice Training Commission correctional academies.

Created/designed course lesson plans, student handouts and presentation materials for my use and use by other consultants.

October 1987 – December 1996
Human Resource Development Specialist IV
Washington State Criminal Justice Training Commission

Supervised program activities and developed curriculum and assessments for twelve annual 80-hour multi-agency mandatory academies for entry level corrections personnel. Established agency contacts and advisory boards to assist in program development. Scheduled, recruited, trained and evaluated 60 part-time instructors and full-time program staff. Prepared and monitored annual budget, quarterly program schedules and instructor contracts. Served as liaison to agency training advisory boards and professional organizations. Developed policies, procedures and task outlines for academy and administrative support activities. Coordinated special event coordinator for national and state training conferences. Started in 1987 as a Human Resource Assistant. Reclassified in 1990 to Human Resource Development Specialist III. Promoted to Human Resource Development Specialist IV in 1994.

Volunteer Experience

2010 – Present NWCCI Friendship Family, International Department, Pierce College
2009 - Puyallup Downtown Association Board Member

Professional References

Tana Hasart
President, Pierce College Puyallup (Retired)
Phone: 253 495-0878
Email: thasart2@msn.com

Michael Stocke
CIO, Institutional Technology, Pierce College
Phone: 253-964-6434
Email: mstocke@pierce.ctc.edu

Brian Martin
Professor and Digital Design Dept. Coordinator, Pierce College
Phone: 253-964-6473
Email: BMartin@pierce.ctc.edu