



December 27, 2009

Sir or Madam,

As a respected educational leader, I can offer specific expertise in curriculum development and instructional technology with a vision toward effective and efficient knowledge management. I have experience in organizing and directing work efforts of cross-functional teams. These skills, as well as an ability to lead implementation projects and staff development, have enabled me to produce quality and timely results.

I am adept in organizing, planning, prioritizing and multi-tasking many strategic plan implementation projects and efforts, and I strive to build a high performance culture. My expertise and proficiency in multiple technology applications, as well as a fundamental understanding of effective Knowledge Management philosophies and research, blend together enabling me to offer both technical as well as theoretical expertise.

While formal work in the KM area has been limited, I have a foundation in the principles of Knowledge Management and am willing to learn. My entire doctoral program took place within an online learning community environment, with specific coursework dealing in building, managing and promoting online learning communities. I had the opportunity, through my dissertation, to analyze the relationship between organizational congruence and worker behavioral alignment and how those might be improved through KM practices. When serving as the chair of several strategic planning committees, I initiated discussion-board communication for all of the schools' committees (Lotus Notes). I conducted the training needed for committee members including extremely reluctant learners.

As an educational specialist and a Knowledge Management advocate, I can offer your organization unique skills and experience. My core competencies include but are not limited to:

- Highly developed communication and training skills
- Ability to work both independently and cooperatively
- Ability to effectively deal with upper-level management personnel in order to promote KM practices
- High-level technology skills and ability to quickly learn new applications
- Ability to see and understand issues at both the organizational and frontline levels
- Ability to merge both theoretical and practical applications to create sustainable, usable documents
- Ability to train both avid and reluctant learners of all ages
- Ability to learn and adapt technology applications to meet the needs of the project
- Ability to organize projects and consistently meet timelines
- Ability to write and develop curriculum based upon established instructional design principles

My experience as an educator, professional development trainer, and curriculum editor combine with my scholarly work to offer your organization a uniquely qualified KM specialist.

Organizational efficiency and effectiveness is a true passion of mine. I have worked at all levels of an organization, so understand the need to look at both the big picture as well as attend to the small details at the lowest levels.

I offer your organization expertise and education in knowledge management, educational methodologies (including adult learning theories), curriculum development/instructional design, library and information science (i.e. content management skills), and educational leadership. It is my hope that my skills and knowledge can benefit your institution.

