

Nancy Hartman

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Knowledge Management Specialist

A respected educational leader and strong advocate of Knowledge Management (KM) principles and processes. Doctoral dissertation written on the topic of implementation of KM into educational organizations. Have published KM integration research. Have actively sought-out KM training, mentoring and tasks. Have a strong technology background with an emphasis on information retrieval training, web access applications and e-learning. Strong ability to work both independently and cooperatively. Proven capacity to merge both theoretical and practical applications to create sustainable, usable products.

CORE COMPETENCIES

- Communicating/Connecting
- Leveraging Technology
- Curriculum Development
- Staff Development
- KM Processes/Theory
- Leading/Building Teams
- Content Management
- Strategic Thinking/Planning
- Teaching/Coaching
- Assessment (Analyzing/Evaluating)
- Accreditation Processes

TECHNOLOGICAL KNOWLEDGE

Expert

MS Office Professional Suite
MS FrontPage
Adobe Photoshop 7.0

Intermediate

Macromedia Dreamweaver
Discuware (online communities)
Moodle (online learning communities)
LotusNotes (e-learning/communication)
Tomoye (online communities)
StudyWiz (e-learning/online communities)
Wiki

Experience With:

Adobe Connect
SharePoint
Macromedia Fireworks
Macromedia Flash
Ulead (video editing)
Pinnacle (video editing)
EndNote (writing/citation)
ANSWR (research methods)
Nvivo7 (research methods)

PROFESSIONAL EXPERIENCE

COMAL INDEPENDENT SCHOOL DISTRICT, New Braunfels, TX (district office), 2009-Present

Comal ISD is a public school district servicing the general population within Comal County.

Library/Media Specialist – Canyon Lake High School, Fischer, TX

Supervise information retrieval training. Enable content management through classification of resources, management of information portals (kiosks, websites, etc.) and converting explicit data from paper to electronic format. Supported e-learning programs (internal and external), Manage a budget ranging from \$12,000 to \$15,000

- Work with instructors to create content-based technology implementation curriculum and team-teach curriculum in order to assist in staff development
- Work closely with IT personnel to maintain educational databases, support instructors in the classroom and troubleshoot technology issues.

STRATEGIC KNOWLEDGE SOLUTIONS (SKS), Ft. Leavenworth, KS, 2007—2009

SKS is a Knowledge Architecture consulting firm oriented specifically on knowledge management practices and applications to provide knowledge-based solutions.

Freelance Editor/Researcher/Graphic Designer

Member of editing team for published KM curricula (four handbooks/guides) for US Army Battle Command Knowledge System (BCKS), performing all format/technical editing needed for publication. Realized curricula purpose in graphics for covers, title/verso pages, and internal graphics (i.e. graphs, charts, etc.). Worked with supervisor(s) researching special KM projects, offering curricular, KM, and education/training expertise. Offered in-house staff development for KM trainers in adult learning methodologies and best practices.

- Create publishable, copyrighted materials in-line with US Army regulations.
- Have completed all projects before assigned deadlines.

HARFORD COUNTY PUBLIC SCHOOLS (HCPS), Bel Air, MD, 2005-2009

A K-12 and extended education independent school district servicing Harford County. The area services a large military community and is currently creating curricula dealing with BRAC (Base Realignment and Closure) and Military Transition issues due to a large incoming Homeland Security division.

Freelance Curriculum/Technical Editor

Member of editing team for published Homeland Security curricula, performing all format/technical editing needed for publication, ensuring that all internal materials were self-created or open-use, meeting all copyright regulations. Provided training and offer on-going consultation/feedback to writing teams and SMEs (Subject Matter Experts) in curriculum design, standards development, and assessment creation. Worked closely with curriculum supervisors to implement their vision.

- Saved thousands of dollars for the district in outsourcing the publication of materials or having to purchase materials not specific to the needs of the county by successfully training teams of writers/SMEs in effective curriculum design/assessment, allowing the district to produce curricula in-house and in a timely manner
- Created publishable, copyrighted materials.
- Completed all projects before assigned deadlines.

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA), Alexandria, VA (HQ), 1994—2004

DoDEA plans, directs, coordinates, and manages the education programs for eligible dependents of U.S. military personnel and civilian personnel of the DoD. Two divisions within DoDEA are DDESS (Domestic Dependent Elementary and Secondary Schools) and DoDDS (Department of Defense Dependents Schools).

Information Specialist/TLC Instructor – DoDDS-Germany, Ramstein HS, Ramstein AFB, Germany (1999-2004)

Supervised information retrieval training. Enabled content management through classification of resources, management of information portals (kiosks, websites, etc.) and converting explicit data from paper to electronic format. Supported e-learning programs (internal and external), administered school-wide LAN, and led successful accreditation and strategic planning program. Served on Commander's Advisory Council as organizational representative, presenting organizational issues and recommendations to base commander.

- Managed a budget ranging from \$45,000 to \$70,000 (a government budget based upon base budget, end-of-year allotments, and special funding for collection development)
- Led school to highest accreditation rating for our five-year strategic plan and accreditation visit,
- Motivated stakeholders to implement resisted top-down initiatives through grassroots coordination and action planning

- Networked all DoDDS-Europe Information Specialists on LotusNotes through grass-roots initiative
- Transformed a passive, ineffective library program into the “Library Program of the Year” (voted on by other librarians within the district)
- Received Special Acts awards and exceptional ratings every year employed

Educational Technologist – DoDDS-Japan, Yokosuka Schools Complex, Yokosuka NB, Japan (1997-1999)

Worked within largest DoDDS complex to integrate technology applications into core curriculum, administrative processes and social interaction. Conducted staff training, led advisory councils, developed online e-learning aids. Served as network administrator along IT personnel. Served as consultant on technology integration issues to mid-level and senior leaders regarding project planning/implementation from DoDEA Headquarters.

- Managed/evaluated DoDEA technology implementation program, receiving recognition for project implementation in the Yokosuka complex
- Successfully transitioned in-house and stakeholder communication from print to online formats—received recognition for transitioning extremely reluctant teachers to email communication
- Received Special Acts awards and exceptional ratings every year employed

Information Specialist/Video Production Teacher – DoDDS-Japan, Nile C. Kinnick HS, Yokosuka NB, Japan (1994-1997)

Supervised information retrieval training for largest school in the Pacific Theater. Enabled content management through classification of resources, management of information portals (kiosks, websites, etc.) and converting explicit data from paper to electronic format. Supported e-learning programs (internal and external), administered/maintained online public access catalog, and led successful accreditation and strategic planning program. Served on organizational advisory council, management council and the Commander’s Advisory Council as organizational representative, presenting organizational issues and recommendations to senior leaders and base commander.

- Managed a budget ranging from \$40,000 to \$60,000 (a government budget based upon base budget, end-of-year allotments, and special funding for collection development)
- Led school to highest accreditation rating for our five-year strategic plan (a new DoDEA implementation at the time) and accreditation visit,
- Served three years as vendor representative (bringing vendors from the Phillipines, China, Korea, etc.) on the core planning committee for the Yokosuka Schools Bazaar, a bi-annual fundraiser for the complex which annually brought in approximately \$1 million
- Received Special Acts awards and exceptional ratings every year employed

Drumright Public Schools, Drumright HS, Drumright, OK (1990-1994)

A K-12 independent school district servicing the rural community around Drumright, OK.

Library-Media Specialist, English/Humanities Teacher

Developed curriculum for 9-12th grade humanities course, and a whole-language approach for English. Wrote for and received a library grant. Served as part-time librarian.

- Administered a three-year \$30,000 grant from the State Dept. of Education, upgrading library from the turn-of-the-century collection which existed
- Completed a full retrospective conversion, fully automating the library system.

EDUCATION & CERTIFICATION

KM Overview Training (BCKS), Ft. Leavenworth, KS (2009)

Doctor of Philosophy in Educational Leadership, Capella University, MN (2007)

Master of Curriculum and Instructional Design in Education, Oklahoma State University, OK
(1997)

Master of Library and Information Science (ALA accredited), Oklahoma University, OK (1992)

Bachelor of Science in English Education, Oklahoma State University, OK (1990)

PROFESSIONAL ASSOCIATIONS

Knowledge Management Professional Society, 2005-Present

American Association of School Administrators, 2002-2006

American Library Association, 1992-2004

American Association of Secondary Librarians, 1992-2004

COMMUNITY INVOLVEMENT

Workgroup Facilitator for Army Family Action Plan (AFAP) Conferences, 2008, 2006, 2004

Parliamentarian, Military & Civilian Spouse's Club Board Member, APG, June 2005- 2007

Interim Chair, 61st HHC Family Readiness Group (FRG) – APG, June 2004-March 2005

Technology Coordinator, Planning Committee for Ethnic Heritage Month Activities, Nov. 2003,
Feb. 2004, May 2004