

# Saif Amer Altalib

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**Profile** A learning and performance management specialist with a proven record of completing quality projects on time and within budget. I have a solid grasp of how people learn, how to establish business, performance, and learning objectives, and how to assemble and deliver learning content in a classroom or web-based setting. I understand the importance of usability and standardization in setting a viable learning environment.

**Objective** To apply my instructional design and project management skills for the purpose of contributing to the goals of AT&T Mobility's Learning Services division and its clients.

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**Education** M.Ed., Instructional Technology, University of Georgia January 2005-Aug 2006  
*Passed defense with distinction*

B.S., Computer Information Systems, North Georgia College & State University (NGCSU), 1999-2003

**Languages** Fluent in speaking and writing English and Arabic.

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**Career History** AT&T Mobility August 2006-Present  
Learning Services  
Curriculum Designer

- Managed, designed, and developed a brand new Customer Relationship Management (CRM) New Hire 6 hour instructor-led course
- Managed and Developed 30+ learning events (instructor-led, web-based, job aids, assessments, etc.) for Business Customer Service Specialists
- Partnered with various stakeholders to deliver the most high quality training products our clients have ever seen.
- Took responsibility in standardizing many of our department processes and procedures.
- Became the department SME in project management technology (SharePoint) and learning development (Lectora) software.

College of Education, UGA, May 2005 – August 2006  
Office of Information Technology (OIT)  
Graduate Assistant

- Collaborate with faculty to plan for and execute the integration of technology into their course offerings. Designed faculty's WebCT and LiveText (e-portfolio) course environments. Led 10+ workshops for COE faculty and students in learning Macromedia applications, WebCT, and the LiveText ePortfolio tool. Developed 30+ interactive tutorials using Macromedia Captivate. Responsible for managing the OIT faculty and student "Teaching with Technology" portal to advance online learning environments at the college. Developed OIT's IP videoconferencing training program.
- Conducted an evaluation of OIT's customer service performance and later developed OIT's customer service training program within a team of four

instructional designers.

- Served on the Student Technology Fee Committee for the College of Education. Assisted with the allocation and spending of ~300K annual STF budget.

Cased Based E-Learning (CBEL) Group, UGA IT March 2005- August 2006  
Database Developer

- Responsible in developing a web-based classroom management learning management system running on Microsoft ASP and Access database.
- Exposed to interdisciplinary research of classroom management and case-based elearning by developing a web-based qualitative data collection mechanism.

Mar-Jac Poultry, Inc. September 2003 – January 2004  
Assistant Network Administrator, Web Developer

- Provided maintenance and monitoring for corporate Windows NT based network. Maintained over 50 corporate PCs and 20 touch-screen scales
- Designed and developed corporate website (<http://www.mar-jac.com>)

Designerz, L.L.C. July 2003-August 2004  
E-commerce Project Manager, Web Developer

- Project Manager of E-commerce web site development, database design, payment Gateway integration, SSL Certificates, and scripting to populate client product databases
- Managed and configured web hosting services
- Implemented online advertising campaigns to increase website presence, and applied Search Engine Optimization (SEO) techniques

North Georgia College & State University Information and May 1999 - August 2003  
Instructional Technologies  
PC/Mac/LAN Technician

- Provided technical support for various university departments
- Managed departmental multimedia equipment carts
- Installed and tested fiber Optic, Cat 5 Ethernet Network for campus dormitories and departments
- Trained over 15 computer lab assistants, tracked their progress, and monitored performance.

**Technology Skills**

Microsoft SharePoint, Adobe Products (DreamWeaver, Flash, Photoshop, Fireworks, Captivate, Acrobat), Trivantis Lectora, Microsoft Office Suite, Microsoft Project and Visio, OpenSource Customization, technical writing, Video Editing Software – Final Cut Pro, iMovie, Adobe Premiere, Audio Editing Software – Garage Band, Audacity, podcasting, SCORM and Learning Objects, MySQL database, Access database, Search Engine Optimization, SnagIt

**Programming**

XHTML, JavaScript, PHP, ASP, CSS

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**Lifelong Learning**

I stay up-to-date with the IT field by subscribing to professional associations and reading articles from organizations like the eLearning Guild, ASTD, ITForum, AECT, AERA, Innovate, Macromedia E-Champions, and Campus Technology.

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**Conferences Attended:** ASTD 2007, AERA 2006, AECT 2005, EDUCAUSE Southern Region 2005

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**Work Samples** I have designed various Instructor-Lead Training (ILT) and Web-Based Training (WBT) for AT&T Mobility which can only be accessed through the corporate intranet.

#### Instructional Multimedia Programs

- OIT Customer Service Training: <http://projects.coe.uga.edu/mediaservices/>
- Online Classroom Management Case-Based Learning Program: <http://projects.coe.uga.edu/cmpps/coe/>
- Emerging Perspectives on Learning, Teaching and Technology E-Book: Modeling Chapter: [http://projects.coe.uga.edu/epltt/index.php?title=Examples\\_of\\_Modeling](http://projects.coe.uga.edu/epltt/index.php?title=Examples_of_Modeling)
- Thomas Reeves Design-Based Research Presentation: <http://www.uga.edu/grepit/events-it-design-based-research.html>

#### Instructional Design Projects

- Healthy Families Georgia Information System (HFGIS) Instructional Design Project: <http://www.saif-web-design.com/edit6170>
- Evaluation of OIT's Customer Service: <http://www.saif-web-design.com/edit8350/>

#### Open Source Customizations

- The Cell Pros: <http://www.thecellpros.com>
- TeamDSL Project Management Site: <http://www.straightteen.org/teamdsl/>
- StraightTeen CMS: <http://www.straightteen.org>

#### Web Design (Graphic Design, Treatment, Usability, XHTML, CSS, RSS, Captivate)

- Saif Altalib's ePortfolio: <http://www.saifdesign.com>
- OIT Teaching with Technology Portal: <http://www.coe.uga.edu/twt>
- Mar-Jac Poultry, Inc.: <http://www.mar-jac.com/>