

Anna Leach

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Currently I am a full-time student in the Ohio State University Master of Learning Technologies online program. I am looking for an opportunity to start implementing my program evaluation, instructional design, and development experience.

Professional Experience

Ohio State University

Master of Learning Technologies

ESETEC 7278 – Formative Evaluation of Learning Technologies - Online

October 3, 2016 to October 7, 2016

- ✧ Facilitated discussion by encouraging participation through the creation of a safe and productive environment, asking leading questions of the group members and inviting less participatory individuals to jump into the discussion.
- ✧ Led discussion by keeping the participants focused on topics related to their readings, encouraging them to adopt multiple views of the same issues, and fostering different ways of expression (text, video, still images, audio, etc.).

ESETEC 6228 – Issues and Practices in Learning Technologies - Online

February 8, 2017 to February 15, 2017

- ✧ Created a lecture presentation in Prezi for the week of instruction.
- ✧ Using Google Docs, created a sign-up sheet for the students to select their topic of interest for discussion.
- ✧ Facilitated discussions

Ohio State University

Enrollment Services - Analysis and Reporting

Senior Data Analysis and Reporting Analyst

July 2016 to Present

Working remotely part-time

- ✧ Assists Director with enrollment research, special projects, and production activities; responds to non-standard request regarding enrollment research.
- ✧ Produces responses to ad hoc information requests for data and information files.
- ✧ Assess needs for new reports or revision to existing reports; proposes and develops new standard reports based on area and university needs.

Senior Assistant Director, Student Records Reporting

October 2014 to June 2016

Promoted to position in October of 2014

- ✧ Uses data to identify issues in business processes and notify leadership of concerns in data shifts.
- ✧ Provides direction, oversees preparation for and submittal of state/federal/university reporting and/or data sets; such as enrollment files to the Ohio Department of Higher Education and IPEDS coordinator for fall enrollment, 12 month enrollment, graduation rate and outcomes components
- ✧ Identifies issues affecting analysis or reporting and determines workaround or solution;
- ✧ Anticipates reporting and/or data needs of Office of Enrollment Services Analysis and Reporting – Enrollment (OESAR-E), Enrollment Services leadership and the university;
- ✧ Reviews processes, reports and data sets regularly for quality and accuracy;
- ✧ Remains current on state/federal/university reporting requirements, policies and regulations;
- ✧ Exercises discretion in determining appropriate methodologies for analysis and data;
- ✧ Hire, train, and supervise staff
- ✧ Manage projects - ensure tasks are completed with accuracy and on time
- ✧ Work collaboratively with OESAR-E management in developing short and long range plans for the area
- ✧ Data coordinator for Consortium on Student Retention Data Exchange
- ✧ Assist HEI liaison by working with departments on state reporting needs
- ✧ Coordinating documenting HEI reporting across the university
- ✧ Responsible for determining requirements and providing logic to OCIO for student enrollment reporting when batches or changes are made to the Student Information System

- ✧ Responsible for coordinating IRB requests

Manager, Student Records Reporting

October 2012 to October 2014

Promoted to position in October of 2012

- ✧ Manage data and reporting for student, course, and degree functional areas
- ✧ Coordinate production and maintenance of standard reports/processes
- ✧ Manage development and implementation of new standardized reports based on user feedback and university priorities
- ✧ Hire, train, and supervise staff
- ✧ Assign projects
- ✧ Continue Statistical Information Specialist duties

Statistical Information Specialist

June 2006 to September 2012

- ✧ Trained the university community to use the developed Hyperion models (eReports) and Operational Data Store using MS Access and SQL
- ✧ Mentored OESAR-E staff on student enrollment data and report processing
- ✧ Managed special projects – design, development, and implementation of the custom tables
- ✧ Responsible for student and course HEI reporting
- ✧ Assisted University community with data needs or data access issues
- ✧ Responded to ad hoc information requests from people within or outside of the university by providing lists, reports or analysis
- ✧ Understand higher education business processes

American Commerce Insurance Company

Pricing Analyst

April 2005 to June 2006

- ✧ Created and updated product review exhibits, such as loss ratios, relativity comparisons, and dislocations with impact
- ✧ Prepared filing exhibits accurately and weeks before expected due date
- ✧ Tested comparative rating software and solved various rating problems
- ✧ Provided analytical support to Product analyst and pricing support for other company initiatives

Committees

- ✧ Co-Chair of Manage Up – an Enrollment Services committee formed to support middle management professional development and networking. Member of Professional Development Day Planning Sub-Committee for Manage up.
- ✧ Participant in the pilot Leadership Development Program.

Software Proficiencies

- ✧ Data mining tools such as MS Access, Hyperion, SQL Tools, OBIEE, SQL Management Studio, and MiniTab
- ✧ Word, Excel, PowerPoint, Visio, Outlook, PeopleSoft
- ✧ Experience with VoiceThread, Google Docs, Scoop It!, Google Hangout, Skype, Voki,

Education

The Ohio State University

Autumn 2016 to anticipate Spring 2018

Master of Learning Technologies Program

Current completed classes are Formative Evaluation, Introduction to Instructional Design, Teaching Online, and Learning Culture and Technology, Applied Instructional Design and Issues and Practices in Educational Technology.
Currently enrolled in Introduction to Developing Educational Websites

The Ohio State University

Spring 2010 to Spring 2015

NonDegree Certificate in Management through Fisher College of Business

Have taken several classes and am currently enrolled at OSU as a nondegree student (Intro to Research, Data Track 528 through 530, Education Philosophies, and Family Finance)

Seton Hill University

Graduated in 2004

Bachelor of Arts in Mathematics

- ✧ Developed syllabus and coursework for class in remedial algebra
- ✧ Tutored in Linear Algebra, Algebra, and Calculus I
- ✧ Created Maple tutorials in an independent study class

Memberships

- ✧ ATD
- ✧ AECT
- ✧ eLearning Guild
- ✧ TLDDChat

Presentations

- ✧ Group presentation at the Innovate Conference on May 16, 2017 at Ohio State University
- ✧ Proposal accepted for a group presentation at the national AECT conference in November in Jacksonville, FL

References Furnished Upon Request