

Emily M. Johns

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Gallup/Clifton Top 5 Strengths: *Strategic, Empathetic, Individualistic, Context, Developer*

PROFESSIONAL OVERVIEW

- 20+ years teaching experience in highly diverse college settings.
- Ability to conduct needs and task analysis for instructional design and development.
- Understanding of online pedagogical approaches.
- Proficiency in using a variety of digital learning technologies and strategies.
- Experience in CANVAS.
- Skilled in strategic planning. Skilled in marketing. Skilled in public relations.
- Excellent organizational and time management skills.
- Project management experience.
- Extensive facilitation and presentation experience with all age groups including public speaking, teaching, training, group facilitation and special presentations.
- Specific expertise in curriculum design and course development working with SMEs.
- Excellent verbal, written and visual communication skills
- Experience with train the trainer approach
- Focused on excellent customer service and communication

Personal Skills

- Excellent interpersonal skills
- Positive attitude, strong work ethic
- Adept at identifying and determining learning needs
- Knowledgeable in learning styles
- Work well individually or in a team setting
- Ability to work collaboratively
- Comfortable at all educational levels
- Strategic, systems thinker
- Knowledge in assessment and evaluation
- Strong background in adult learning principles
- Recent certification in online learning and instructional design through OLC

PROFESSIONAL WORK EXPERIENCE

Classy Llama E-Commerce Studio (Springfield, MO)

Office Administrator & Cultural Training Instructional Designer

4/2018 – 8/2018

- Work with executive team in the design of cultural training (a hybrid of online & face-to-face) for the company
- Assist with the coordination of cultural events within the company
- Answer phone servicing 50 employees, work reception, direct all sales inquiries
- Assist with mailing of marketing items
- Order all snack, food supplies and office supplies for the company
- Serv at the pleasure of the Coordinator of Cultural Events
- Served as liaison with the cleaning company which serviced the offices

State of Missouri- Missouri Jobs Center (Springfield, MO)

Workforce Development Specialist

11/2015 – 4/2018

- Designed online course to teach job seeking skills for clients
- The facilitation of re-employment and eligibility assessment interviews under contract with the Missouri Department of Labor
- Served as a state representative with the Trade Act under the federal Department of Labor
- Trained customers/clients for job searches, interview preparation, resume writing and career orientation
- Meeting and serving the public in all facets of unemployment and re-employment
- Collaborator for the design of workshops in job searching skills, career exploration, and various employment resources
- Provided various teaching aids for the new State software
- Assisted with graphics and article writing for the office newsletter

Senator Bob Dixon Gubernatorial Campaign

Executive Assistant and Scheduler

04/15 – 11/15

- Scheduling of the Senator for all public events
- Phone solicitation, correspondence, graphic design, procurement of printing and advertising
- Networking throughout the Missouri Republican Party to assist the Senator in all aspects of his campaign

Evangel University (Springfield, MO)

Assistant Professor/Adjunct (1 yr. short-term assignment)

8/2014 - 5/2015

- Developed all aspects of curriculum including daily lesson planning, student assessment, tutoring and competency assessment for course completion
- Facilitated a blended course
- Taught courses in the departments of Intercultural Studies and Music
- Sponsored campus club in promoting monthly events and raising money for a sustainable overseas water project
- Provided graphic design and Power Point for all classes, flyers and events related to classes and fundraising

Cry Africa - Continent Wide Task Force (Cape Town, South Africa)

Director/Team Lead

10/2008 – 4/2013

- Developed and implemented five year strategic plan addressing HIV/AIDS epidemic on the African continent
- Designed and implemented adult level curriculum pertaining to HIV/AIDS and community health
- Trained trainers and community leaders on the various facets of the HIV/AIDS pandemic and the facilitation of change within their communities
- Led branding and marketing of the organization for fundraising purposes
- Remotely managed a team of eight medical and social work practitioners working among the pandemic in varied settings across the continent
- Volunteer recruitment and training
- Served as training facilitator for multiple countries including South Africa, Swaziland, Lesotho, Kenya, Ghana, Ethiopia and Congo Brazzaville

Cape Theological Seminary/Global University (Cape Town, South Africa)

Program Manager

8/1997 – 12/2006

- Managed a graduate studies center offering internationally accredited MA degree programs in leadership
- Recruited a diverse student population from nine African countries, as well as the USA and Canada
- Increased student enrollment 100% within a nine year period
- Guided all areas of educational administration for the center including strategic planning, budgeting, policy making, class scheduling, facility and resource utilization, curriculum design and implementation, degree planning, academic record keeping, international teacher recruitment and donor fundraising for student scholarships
- Worked in collaboration with faculty to design and deliver curriculum acceptable to South African and American accreditation standards
- Knowledgeable in marketing and public relations as well as graphic design and e-learning

EDUCATION

Online Teaching Certification (June 2018)

Online Learning Consortium

Mastery in Instructional Design Certificate (April 2018)

Online Learning Consortium

Doctorate in Curriculum Studies

Stellenbosch University (Cape Town, South Africa)

MEducation – Curriculum & Instruction

Drury University (Springfield, MO)

BS Education (Music)

Missouri State University (Springfield, MO)

BA Sacred Music

Central Bible College (Springfield, MO)

COMMUNITY INVOLVEMENT

*Communication Liaison/Board Member for Fox Grape Neighborhood Association.
(Springfield, Missouri)*

Member of the Springfield Mid-America Singers

Cellist with Evangel Temple orchestra