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JOY A. GAYLER

July 2008

EDUCATION

- | | | |
|------|--|-----------------|
| 2008 | The George Washington University
<i>M.A. in Ed and H.D., Educational
Technology Leadership emphasis</i> | Washington, DC |
| 1994 | Converse College
<i>M.M., Vocal Performance</i> <ul style="list-style-type: none">■ Level II Kodaly Certification | Spartanburg, SC |
| 1987 | Stetson University
<i>B.M.E., vocal emphasis</i> | Deland, FL |

FACULTY RANK

- | | |
|----------------|--------------------------------------|
| 2004 - present | Assistant Professor, Sherman College |
| 1997-2003 | Instructor, Sherman College |

STAFF POSITIONS

- | | |
|---------------------|---|
| July 2008 – present | Director of Teaching and Engaged Learning and
Quality Enhancement, Sherman College |
| 2002 – July 2008 | Instructional Designer, Sherman College |
| 2003 – July 2008 | Webmaster, Sherman College |

PROFESSIONAL EXPERIENCE

- | | | |
|---------------------|--|-----------------|
| July 2008 – present | Sherman College | Spartanburg, SC |
| | <i>Director of Quality Enhancement</i> <ul style="list-style-type: none">■ Oversee activities related to the college's quality enhancement plan and maintain compliance with accreditation requirements.■ Identify, develop, design and execute development activities related to the quality enhancement plan■ Develop annual budget for the quality enhancement plan | |

2002 - present Sherman College Spartanburg, SC
Instructional Designer/Director of Teaching and Engaged Learning

- Responsible for entire facilitation, launch and management of Edufolio, our learning management system
- Assist faculty with integrating technology into teaching and learning, specifically online course management
- Design, develop, and deliver workshop curriculum for faculty development in instructional technology, critical thinking, knowledge management, and academic software
- Consult with faculty regarding use of technologies for specific courses and concepts
- Develop multimedia teaching and learning tools including interactive CD-rom and DVD products as well as digital/streaming media video
- Maintain Instructional Technology weblog:
http://cit.blogs.com/blog_it/

2003 – July 2008 Sherman College Spartanburg, SC
Webmaster and Designer

- Was responsible for design, layout and user interaction of the Sherman.edu web site from January 2004 to July 2008. *Note: current website is not my design.
- Integrated dynamic media in page design: Flash, QuickTime, other Streaming Media
- Maintained web analytics for all sites
- Managed daily content updates
- Managed online student weblogs; facilitated faculty weblogs
- Designed and created additional or companion web sites

1997 - present Sherman College Spartanburg, SC
Assistant Professor: Instructor for Automated Office Procedures course

- Instruct students in technology for the chiropractic office; introduce insurance coding and billing procedures via Lytec software.
- Created and maintains class Edufolio site: <http://sherman.edufolio.com>
- Develop classroom materials to supplement computer training with Lytec software.
- Evaluate and review new/upgraded practice management software
- Track new product releases as relates to chiropractic office management and current insurance practices, rules and regulations

March 2005 – present Wise Chiropractic Spartanburg, SC
Insurance and Billing Consultant

- Provide support for current insurance and billing practices and compliance

1996 – March 2005 Wise Chiropractic Spartanburg, SC

Senior Office Manager

- Responsible for all patient insurance filing and acquisition of benefits due.
- Supervise insurance and front desk staff
- Perform accounting functions including accounts receivable/payable, purchase orders, inventory, general ledger, payroll.
- Provide customer support and training for Lytec Chiropractic Software customers through reseller program.

1988-1996 Spartanburg District 7 Schools Spartanburg, SC

Substitute Teacher/ Administrative Assistant

- Substituted in mainly secondary grades; all subjects.
- Long term substitute assignments for administrative assistants. Provided support to grade level principals; worked in Novell, Macintosh and Windows platforms. Responsible for daily grade level attendance submission to district office, handled disciplinary paperwork and human resources function at parental level.

FUNCTIONAL SKILLS

Technology

- Proficient in Windows and Macintosh environments.
- Proficient in the following software:
 - Microsoft Office Suite: current market version and all legacy versions of Word, Excel, PowerPoint, Outlook, Publisher, FrontPage, Money
 - Apple: i-Movie, i-DVD, Garage Band, i-Photo
 - Adobe: PhotoShop, Dreamweaver, Flash, Acrobat Pro, Contribute
 - Corel/Jasc: Paintshop Pro current version and all legacy versions
 - Intuit: Quickbooks
 - Lytec Practice Management Software; current and all legacy versions
 - Wordpress blogging platform
 - Moodle Open Source content management system
- Programming languages: HTML, CSS, JavaScript, ASP, XML, PHP

WEB DEVELOPMENT

The following sites were conceived, designed, created and implemented by Joy Gayler unless otherwise indicated.

March 2006 - present Joy Gayler Digital Portfolio www.joygayler.com
webmaster/ designer

- My digital portfolio related to professional activities.

Mar 2006 – present Center for Instructional Technology shermancit.com
webmaster/ designer

- A website I designed for faculty use at Sherman College.

2000 - present Chiroethics Dot Com www.chiroethics.com
webmaster/designer

- Commissioned by Leslie Wise, D.C. as an online resource for ethics in the chiropractic field.

1998 - present Wisechiropractic Dot Com www.wisechiropractic.com
webmaster/designer

- Web presence for Leslie M. Wise, D.C. and Nicholas A. Wise, D.C.

1998 - present Technique 907 <http://907.chirosciences.com>
webmaster/designer

- Online resource for Technique 907 course taught at Sherman College. Commissioned by Leslie M. Wise, D.C.
- Streaming media added in 2002

2002 – July 2008 Sherman Intranet
webmaster/designer

Online resource for Faculty, Staff and Students at Sherman College.

- news items
- resource downloads
- maintain policies, handbooks in online format

2003 – July 2008 Sherman Extranet www.sherman.edu
webmaster/designer

- Web presence for Sherman College of Straight Chiropractic
*Note: current design is not mine; please visit my portfolio (www.joygayler.com) for screen shots of my design.

PROFESSIONAL MEMBERSHIPS

2006 July – June 2008 Educational Technology Leadership Student Organization (ETLSO), George Washington University
Vice President of Communication

2004 – present Association for Educational Communications and Technology (AECT)
member

2004 – present Association for the Advancement of Computing in Education (AACE)
member

2003 - present Professional Association of Health Care Office Management (PAHCOM)

Member

2000 - 2007 American Medical Billing Association
member

1999 – 2002 National Association of Claims Processing Professionals
member

COURSES TAUGHT

1997 - present Automated Office Procedures
Sherman College of Straight Chiropractic

PUBLICATIONS/PRESENTATIONS

Summer/Fall 2008 – “Engaging the Learner: Critical Thinking Processes and Case-Based Learning,” article in college publication, *Straight from Sherman*.

January 2007– Presentation: “The QEP as Catalyst for Embracing a New Paradigm of Teaching & Learning Possibilities,” given at January Faculty In-service workshop, Sherman College

December 2006 – Presentation: “Websites and Beyond: Using New Media to Build your Practice,” given at December Leadership and Practice Management Institute, Sherman College

August 2006 – “The Benefits of Having a Web Site,” article in Sherman College August edition of alumni publication, *Postcheck*.

July 2006 – Featured discussion panelist: “Professional Teaching Portfolios,” ETLSO online chat with Natalie Milman, Ph.D.

May 2006 - Workshop: “Enhancing your Online Presence”
-Sherman College Lyceum 2006 Workshop presenter

March 2006 - Workshop: “Edufolio Basics”
-Designed and taught one workshop during the month of March, Sherman College

October 2005 - Workshop: “Creating Online Assessments in Edufolio”
-Designed and taught one workshop during the month of October, Sherman College

July 2005 – Faculty In-service Presentation – “Interactive CD Creation” with P. Rush, D.C., Sherman College

June-September 2005 - Workshop: “Edufolio Basics”
-Designed and taught one workshop during the months of June-September, Sherman College

February 2005 - Workshop: “Creating Online Assessments in Edufolio”
-Designed and taught two workshops during the month of February, Sherman College

February 2005 – Brandon Hall Publications, “Sherman Edufolio Success

Story”, online reference publication www.brandon-hall.com.

November 2004 – Multimedia Presentations, “The Millennials and Technology at Sherman College,” “Edufolio Reflections - Fall 2004,” - presented during Sherman College Board of Trustees Fall Meeting.

October 2004 - Workshop: “Edufolio Basics”
Designed and taught one workshop during the month of October, Sherman College

August/September 2004 - Workshop: “Creating Online Assessments in Edufolio”
- Designed and taught six workshops during the months of August and September, Sherman College

July 2004 – Workshop: “Edufolio Basics”
-Designed and taught eight workshops during the month of July, Sherman College

March 2004 – “Assessing Clinical Competencies: Taking on the Attitudes,” Leslie M. Wise, D.C., Joy A. Gayler, M.M. Poster presentation at ACC/RAC conference, Las Vegas, NV

December 2002 – “Five Reasons Your Practice Should Have A Website,” article in Sherman College alumni publication, *Postcheck*; Leslie M. Wise, D.C., Joy A. Gayler, M.M.

PROFESSIONAL DEVELOPMENT

Ongoing Extensive participation in courses, workshops, and conferences: instructional technology, computer-supported collaborative learning, instructional design, video and multimedia production, social networking, website development, distance education, usability, information architecture, medical coding, and HIPAA compliance.

COMMITTEES

2006 - present Quality Enhancement Plan (QEP) committee , Sherman College , *member*

2002 - present Information Technology Committee , Sherman College , *member*

2003- 2007 Integrated Marketing Committee, Sherman College , *member*

2003- 2005 Collegetown Consortium Marketing Committee
member, collegetownsc.org web site content coordinator

COMMUNITY ACTIVITIES

2003-2005 Collegetown Consortium
www.collegetownsc.org, website content coordinator

Resumé, Joy Gayler 864-921-8558

REFERENCES

I will gladly furnish references upon request