

RENEE CHAMBERS

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Executive Summary

I am a confident, creative, self-starter with excellent interpersonal skills who has 20+ years of educational material development. Upon graduating with my B.A. in liberal arts with a focus on elementary education and history, I went into a M.Ed. program that focused on training and development in both the public and private sectors. As you read through my resume you will find that I have a well-rounded set of skills and an abundance of experience as a project director/manager, as a writer, and as a consultant.

Key Skills

Staff Development & Training	Instructional Design & Curriculum Development	Organizational Change
Leadership/Mentoring	Evaluation of Programs & Materials	Educational Manuals
Teambuilding & Supervision	Intrapersonal & Interpersonal Communication	Meeting & Event Planning

Experience

The American Quality Schools Corporation	Chicago, IL
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Director of Special Projects	2009-Present
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- Directs a project management team that creates, develops, and rolls out schools-wide events
- Directs a team of writers to create elementary and secondary character education books and materials
- Oversees and directs a grant-writing team that writes and submits grant proposals
- Assists in the marketing for new schools via TV/radio, and newspaper
- Creates, administers, and evaluates a professional development entity for staff at all AQS schools
- Initiates, coordinates, monitors, and evaluates parent education programs at all AQS schools
- Writes a newsletter to the school boards of AQS managed schools
- Assist in writing new school proposals

Project Manager	1999-2009 (promoted)
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- Create, develop, and roll out schools-wide events throughout the academic year; Academic Olympics/Writing Contest
- Design, develop, and facilitate a customer service training workshop for the support staff at our schools
- Implement and oversee all administrative aspects of a tutoring center focused on reading and math skills for third through eighth graders for three consecutive years
- Implement and oversee all administrative aspects of a summer theatre camp held for two consecutive summers for elementary aged children
- Create, design, and develop character education books for elementary, middle grade, and high school students
- Create and roll out activities for the high school's once-a-month Wednesday Activity Day
- Plan, organize and roll out the Northern Illinois University/Austin Business & Entrepreneurship Academy Summer Business Institute
- Assist in writing new school proposals and meeting with prospective partners
- Attend job fairs to recruit for teachers
- Market selected schools via TV/radio, and newspapers for the recruitment of teachers and support staff
- Write the company newsletter
- Attend job fairs to recruit teachers

Kellogg School of Management – Northwestern University Evanston, IL

Program Coordinator 1996-1998

- Coordinated planning meetings for school administrators for a graduate school program
- Revised grant proposals

Arthur Andersen & Co., Education Division St. Charles, IL

Instructional Design Consultant 1992

- Designed and developed resource materials for practice management supervisors
- Participated in staff level and team meetings to discuss new, existing, and the implementation of projects

Instructional Designer 1991-1992

- Conducted a needs/task analysis for a CBT self-study supervisory practice management training program
- Designed and developed resource materials for practice management supervisors
- Presented materials to participants during a pilot test of a supervisory resource guide
- Designed the format and developed materials for a self-study voice messaging company-wide training program
- Created marketing materials for voice messaging training; designed and developed a module and overheads for a customer service training course

Internship/Instructional Designer 1989

- Developed, revised, and edited instructor guides, participant guides, tool/job aids, and PC storyboard visuals during the creation of a five-day consulting school
- Presented materials to instructors during instructor preparation
- Facilitated and participated in the development test of school activities; Participated in development team meetings and small group meetings

Education

Institute for Children's Literature; Writing for Children and Teenagers Certificate of Completion 2006

Loyola University of Chicago Chicago, IL M.Ed.; Adult & Corporate Instructional Management
January, 1991

Illinois Benedictine College Lisle, IL BA; Elementary Education/History
December 1987

Materials Published

Pathways to Character The Harbridge Press
2012

Choices: Case Studies in Character Education The Harbridge Press
2008

Doing What's Right: Case Studies in Character Education The Harbridge Press
2006

Memberships

The Society of Children's Book Writers and Illustrators
Chicago Chapter of the American Society for Training and Development (CCASTD)

