



# Havaleh Ann Havelka

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## TALENTS

Instructor-Led Training (ILT)

Virtual Training

eLearning

Blended Learning

Social Learning

White Pages/Manuals

Transcription

Voice Over  
Recording/Editing

Curriculum Mapping

Assessment Strategies

LMS Management

## FRAMEWORKS

ADDIE Model

AGILE Model

SAM Model

SCORM Standards

Gardner's Multiple  
Intelligences

Kirkpatrick's Levels  
of Evaluation

## SOFTWARE

Articulate Studio

Articulate Storyline 2

Microsoft Office Suite

iWork Office Suite

Audacity Audio Editor

Camtasia Screen  
Recording

## MEMBERSHIPS

Association for Talent  
Development

eLearning Guild

Association of  
Fraternity/Sorority Advisors

Alpha Gamma Delta

## EDUCATION

Advanced eLearning Instructional Design Certificate: <i>Association for Talent Development</i>	2015
Master of Arts in Christian Education: <i>Pfeiffer University</i>	2010
Bachelor of Arts in Christian Education and Religion: <i>West Virginia Wesleyan College</i>	2005
Curriculum Writing School Certificate: <i>United Methodist Publishing House</i>	2003

## EXPERIENCE

### FREELANCE INSTRUCTIONAL DESIGNER

Havaleh Havelka Designs June 2015—Present

- Consult with clients regarding educational strategy and curriculum planning
- Facilitate leadership development opportunities for college students and professional teams
- Review, revise and rehabilitate existing educational programs
- Conceptualize, research, design and construct unique curriculum, utilizing the following delivery methods:
  - Instructor-led facilitation guides (ILT)
  - Online training modules (eLearning)
  - Handbooks, resource guides and white papers
  - Communication campaigns (social media, e-mail, etc.)

### ASSOCIATE DIRECTOR OF TRAINING AND DEVELOPMENT

Alpha Gamma Delta International Fraternity Headquarters, Indianapolis, IN June 2011—June 2015

*Alpha Gamma Delta is an international nonprofit membership association with over 165,000 members and 300+ local chapter groups (collegiate and alumnae) where I was responsible for creating engaging training and development materials that integrate both the organization's rich history and bright future with research-based educational theories and innovative member-focused strategies.*

- Led the organization's educational strategy and served as the project manager for a team of curriculum writers in the development, implementation and assessment of specific leadership development and training programs, including the following programs and more:
  - *Alpha Gamma Delta Experience*, an annual four-year collegiate leadership development program
  - *Living a Lifetime of Purpose*, harm prevention and organizational history programming
  - Educational components of the organization's annual regional and international meetings and conferences
  - Staff onboarding, orientation materials, ongoing training, weekly meeting planning and team building
- Oversaw the development of the organization's first online learning management system, including:
  - Managing third-party relationships with authoring tool provider, platform/web developer and database provider to ensure seamless integration
  - Researching subjects and organizational history in order to provide sound, accurate information
  - Meeting with stakeholders and subject matter experts (SME) to ensure relevance
  - Storyboarding and designing interactive ADDIE-based training modules
  - Managing the administrative platform and behind-the-scenes data input, web upload and reporting output
- Developed the logistical blueprint, curriculum, communication strategy and evaluation plan to implement 15 new regional leadership development events within a two-month timespan
- Oversaw organization-wide volunteer management including application and selection processes, orientation resourcing and recognition efforts

### DIRECTOR OF STUDENT LIFE

Pfeiffer University, Misenheimer, NC January 2009—May 2011

### DIRECTOR OF CHRISTIAN PEER LEADERSHIP DEVELOPMENT

Pfeiffer University, Misenheimer, NC July 2007—December 2008

### DIRECTOR OF YOUTH MINISTRY

Dilworth United Methodist Church, Charlotte, NC August 2005—May 2007

## PUBLICATIONS & PRESENTATIONS

"Gamification of eLearning" <i>Facilitator, Fraternity/Sorority Headquarters Educational Programming Roundtable</i>	2013
"Sound Decisions" (National Risk Prevention Programming) <i>Co-Author, Sigma Phi Epsilon National Fraternity</i>	2013
"I am a Product of Hazing" <i>Author, National Hazing Prevention Week Resource Guide, HazingPrevention.Org</i>	2013
"Pilot Member Development Program" (State-Wide Event) <i>Facilitator, Sigma Phi Epsilon National Fraternity</i>	2012
"IMPACT" (Fraternity/Sorority Leadership Event) <i>Facilitator, North-American Interfraternity Conference</i>	2012
"Engaging Seniors & Navigating the Transition" <i>Presenter, Association of Fraternity/Sorority Advisors Annual Meeting</i>	2012
"Pfeiffer Journey" (Freshman Seminar Course) <i>Adjunct Professor, Pfeiffer University</i>	2010
"Advanced Peer Leadership" (Student Leader Seminar Course) <i>Guest Lecturer, Pfeiffer University</i>	2009, 2010