

# DARCY G. RICHARDS

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## OBJECTIVE

Creation of educational materials, web-based courses, informational pages, manuals, and administration of educational programs or projects.

## ABSTRACT

Darcy Richards is a contract instructional designer, web page designer, and technical writer with over 20 years experience. She has administered education programs, created online courses, lab exercises, informational web pages, and other instructional materials.

## EMPLOYMENT HISTORY

**The Creative Field** Frederick, MD (2000-present)  
Owner, Instructional Designer, Web Page Designer, Technical Writer. Recent client list: ESI International, Inc., Fannie Mae, Xerox Corporation, Avalon Bay Communities, Frederick Community College, Frederick County School Board, and others. <http://www.thecreativefield.com>

**Xerox Corporation- Contractor** Leesburg, VA  
(1995-2007) Instructional Design Contractor, Web-based Information and Training Specialist, Curriculum Developer, Technical Writer.

**Effective Management Solutions** Frederick, MD  
(1989-1999) Owner, Computer Systems Trainer, Curriculum Developer, Technical Writer

**Scientific & Commercial Systems** Frederick, MD  
(1994-1995) Project Manager - Contract Manager

**American Bankers Association** Washington, DC  
(1980-1989) Associate Director, Educational Services, Assistant Director, American Institute of Banking, Research Associate, Surveys and Statistics Division

**Analytic Services, Inc.** Arlington, VA (1979-1980) Health Systems Analyst, Health Systems Planning Division

## EDUCATIONAL MATERIALS

- ▼ Student notebooks
- ▼ Lecture notes
- ▼ PowerPoint presentations
- ▼ Learning manuals/guides
- ▼ Setup documentation
- ▼ Lab exercises
- ▼ Course announcements
- ▼ Web-based courses
- ▼ Informational and reference web pages
- ▼ Workshop planning and administration
- ▼ Train-the-trainer sessions
- ▼ Instructor and participant guides
- ▼ Presentation materials handouts
- ▼ Sales and marketing summaries
- ▼ Technical documents
- ▼ Hands-on product exercises
- ▼ Exam questions

## PROFESSIONAL EXPERIENCE

### INSTRUCTIONAL DESIGN

Development of effective instructional materials for workshops, conferences, seminars, classroom and independent study courses, web-based training, web-based information pages, and other types of distance learning formats. Provide online course review, beta testing, and editing services. Trained instructors in delivery of Sales and Analyst classroom-based training. Worked with technical subject matter. Tested beta versions of software on Sun, Macintosh and Windows clients.

### WEB SITE DESIGN

Development of creative web pages for individual business as well as corporate informational sites, educational pages, community, and nonprofits. Provide graphic services, photos, simple animation, flash buttons, artistic backgrounds, and continuous web page updates. See samples from the Creative Field web site: <http://www.thecreativefield.com>.

### EDUCATIONAL PROGRAM ADMINISTRATION

Supervised staff of 16 in diverse functional areas including customer service, automated records management, correspondence courses, and educational program assistants. Developed marketing plans for educational programs and products including books, simulation exercises, and tapes. Coordinated planning and implemented educational programs for a banking school consisting of 1,200 students and 75 faculty. Hired technical staff and managers, wrote and conducted performance reviews, and mediated employee conflicts. As a school administrator, provided liaison with universities, hotels, and other organizations.

### COMPUTER SYSTEMS MANAGEMENT AND TRAINING

Conducted computer systems evaluation and training; needs assessments for replacement of computer systems; developed specifications for automated systems; wrote request for proposals (RFPs); and reviewed vendor systems. Trained adult students at Frederick Community College, various trade associations and individual clients in computer related subjects: DOS, Hard Disk Management, WordPerfect, Microcomputer Fundamentals: Lotus 1-2-3, Quattro Pro, dBase IV, Paradox, and various proprietary systems.

## EDUCATION

**MA**, 1979 Sociology, Demography, The Pennsylvania State University

**BA**, 1977 Sociology, The Pennsylvania State University