

Sabrina Lawrence

(831) 662-2581
email: sabrina@sabrinlawrence.com
www.sabrinlawrence.com

Objective: To obtain a position that will utilize my organizational and coordination skills in program administration, my knowledge of effective instructional technology practices, as well as my ability to manage projects efficiently and be an integral team member.

Education

December 2000 MA Education, Instructional Technology
San Jose State University

May 1997 BA Liberal Studies, Computers, Science, & Technology
California State University Monterey Bay

Employment History

2008-Present Faculty, Distance Education Coordinator

Gavilan College, Gilroy, California

- Coordinate and implement the distance education program on campus
- Work with faculty to develop, design, and evaluate online courses
- Develop and implement standards for the D.E. program
- Administrate course management software for online courses
- Design, develop, and conduct training workshops for faculty and staff
- Evaluate equipment, software and hardware for implementation
- Manage a budget for the D.E. Program and Staff Resource Center

2001-2008 Instructional Technologist

Hartnell College, Salinas, California

- Coordinate and implement the distance learning program on campus
- Work on committees to develop policy and facility/technology planning
- Administrate course management software for online courses
- Design, develop, and conduct training workshops for faculty and staff
- Work with faculty to develop, design, and evaluate online courses
- Develop and conduct technology seminars for students with disabilities
- Evaluate equipment, software and hardware for implementation
- Manage a budget for the Faculty/Staff Resource Center
- Implement a campus wide standard for assistive technologies

2000-2001 Technology Trainer

Soquel Union School District, Capitola, California

Santa Cruz Office of Education, Capitola, California

- Develop and teach training workshops for teachers and staff
- Develop and teach informative technology seminars for parents
- Survey participants and report results

2000-2001 Technology Coordinator

New Brighton Middle School, Capitola, California

- Assess technology needs and purchase equipment and software
- Guide teachers in integrating technology into their classroom
- Supervise, manage and maintain the computer lab and equipment
- Troubleshoot, maintain and repair classroom computer equipment

Associations

Present

Gavilan Academic Senate, Senator

Merlot

@One