

JOAN PRCHAL PODALAK
12410 SOUTH NASHVILLE AVENUE
PALOS HEIGHTS, ILLINOIS 60463

Phone: 708/389-3222
Email: joni@podalak.com
<http://www.podalak.com/Joni.htm>



EDUCATION: **University of St. Francis, Summa Cum Laude, GPA= 4.0** Joliet, IL
Master of Science in Education, Teaching and Learning
Emphasis: Online Teaching & Education and E-Learning Environment
Lewis University, Honors Lockport, IL
Baccalaureate of Arts, Business/Marketing/Computer Technology
Additional Education
Governor's State University, Continuing Education University Park, IL
Trinity Christian College, Continuing Education Palos Heights, IL
Moraine Valley Community College, A.A. Degree, Continuing Education Palos Hills, IL

CERTIFICATIONS:

- ✚ Microsoft Office Specialist in Word, Excel, PowerPoint
- ✚ State of Illinois - State Teacher Certificate
- ✚ State of Illinois - Supervisor, Assistant Supervisor, Instructor's Qualification Record
- ✚ Technology Certification, CDI (Control Data Institute), Chicago, IL

EXPERIENCE: **Moraine Valley Community College** 708/974-5735
10900 South 88th Avenue
Palos Hills, Illinois

- ✚ Instructor for various classes - credit, non-credit, certification, and degree programs, designed course structure, developed materials
 - ✚ Specialization in all levels of Word, Excel, PowerPoint
 - ✚ Experienced educator for Continuing Professional Development courses for Educational, Accounting, and other professionals
 - ✚ Proficient in eLearning - MVConnect®, CITES®, Compass®, Blackboard®
 - ✚ Trained numerous local corporations, businesses, groups, and hospitals through the Corporate Training Division
 - ✚ Taught 500+ Moraine Valley employees (administrative, clerical, and other instructors) in specific computer programs
 - ✚ Retained as Interim Director of the Workforce Development Department, managed certificate programs and scheduled courses
- Course Experience:** Information/Management Systems, Office Skills, Office Systems and Applications, Word Processing, Spreadsheets, Databases, Presentation and Computer Graphics, Accounting Systems, English, Grammar, Composition, Business Math, Typing, Shorthand, Administrative Assistant Proficiencies, Medical Terminology, Secretarial Skills, and Social Networking

Podalak Architects 708/389-3222 (Administrative, Website) Palos Heights, IL
Trinity Christian College (Professor, SALT) Palos Heights, IL
Southwest School of Business (Admissions Director, Instructor) Chicago, IL
Computer Workshop (Instructor, Course Developer, Author) Downers Grove, IL
Chicago City Colleges - Daley and Truman (Instructor) Chicago, IL
MidCo Telecommunications (Trainer, Corporate Clients) Alsip/Burr Ridge, IL
Blue M (Spec Writer, Instruction Manual Writer) Chicago, IL

ACHIEVEMENTS: Thesis Published: The Growth of Gerotechnology
Copyrighted/Published manuals: Computer Basics, Word Processing, IBM Software, and Peachtree Accounting Systems
Part-Time Professor of the Year Finalist
Created and maintain websites for a number of businesses
Published newsletters for businesses, organizations, and clubs

EDUCATIONAL INTERESTS:

- ✚ Online courses, eEducation, eClasses, and Online alternative education
- ✚ Enhancing Web-based classes: Website, Blog, and Wiki Development along with university courses through eLearning course/program sites
- ✚ Training for Microsoft Office Specialists (MOS) certifications
- ✚ Demonstrating Technology Training for STEM courses