Personal Overview:
As a leader in adult education within the business, education, and health sectors, I have earned an excellent reputation for my expertise and unique abilities to lead without overpowering, especially in the fields of technical training, staff development, project management, marketing outreach and website development.

I am highly motivated with a drive for personal excellence and effecting change. I continually strive to improve my adult education, problem solving, decision-making, planning, and evaluation skills. I am a team leader and participant with the ability to influence, coupled with the ability to lead people toward a solution.

Career Overview:
Present

London District Catholic School Board Jan 2011 – Oct 2012 and Oct 2018 – Present
HRIS Analyst
- Support and maintain HRIS and related systems to manage and protect employee information
- Perform ad hoc analysis, develop supplementary databases, utilize data integration, assist HR staff with ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities
- Support emPath, SmartFindExpress, mVal, Employee Self Service, Thrive, SharePoint, Teams
- Manage all benefit data for bi-weekly upload to OTIP and Cowan. Work closely with providers to ensure employee data is accurate.
- Work with board-wide teams to analyze processes, discover gaps and build workflows (Laserfiche) to support continuous improvement
- Work closely with IT to troubleshoot errors, ensure upgrades to HRIS are working properly
- Research and resolve issues related to data and ensure data accuracy
- Support payroll, update rate tables, build new positions, troubleshoot, year-end rollover

Bluewater Health Hospital – 2014 – Present
Technology Facilitator and Information Management Developer
- Develop and facilitate Microsoft Office Suite learning sessions for all employees addressing basic to advanced topics
- Build advanced Excel files for the extraction, management and analysis of data for the NOW (No One Waits) project enabling all levels of management to carefully follow and analyze data

FlashPoint Training Inc. – August 2017 - Present
Specialist High Skills Major Facilitator
- Facilitator for SHSM one day conferences designed to meet the requirements of the Ministry of Education's SHSM Components, in which the participants gain valuable industry transferrable skills. School Boards include: Thames Valley District, London and District Catholic, Hamilton Wentworth, St. Clair Catholic District, Avon Maitland, Greater Essex County and Toronto District.
- Sessions Include: Leadership, Business Etiquette, Event Planning, Guest Services, Hospitality Services, Health and Safety, Ergonomics, Safe Lifting, Personality Inventory, Communication, Conflict Management, Ethical Considerations, Equity and Inclusion, Networking, Public Speaking, Project Management, Portfolio Development
- www. http://flashpointtraining.com/

Debra Rogers Consulting
Trainer, Web and Mobile Device Developer, Graphic Artist 1991 - Present
- Develop Community Treatment order database using Access 2016.
  - Worked with 3 Southwestern Ontario hospitals to develop a database which allows for the management and retrieval of Community Treatment Orders
- Plan, develop, design and distribute three mobile device applications:
  1. *Heart of London* - Android and iOS
     a. Award: Provincial 2016 Ontario's Southwest Innovation Award
     b. Award: 2017 Heritage Award by Architectural Conservancy of Ontario – London Region and Heritage London Foundation
     c. Details at: http://www.heyrogers.net/heart-of-london-tour.html and
  2. *Mostly Roman and Early Christian Walkabout Tour*, and
  3. *Renaissance, Mannerist & Baroque Walkabout Tour* (Rome, Italy) iOS and Android
     a. Over 1340 downloads in 60 countries
     b. Details at: http://www.heyrogers.net/rome-walkabout-tours.html
- Develop and deliver Adobe Creative Suite, SharePoint and Office Suite training for various corporations
  - E-Learning modules, group sessions, individual tutoring
- Work with clients to develop websites using storyboarding and wireframe then build site per specifications. A few examples:
  - http://www.secondstagehousing.net/
  - http://www.almacollege.20m.com/
  - http://www.icaplondon.ca/
- Train clients for self-maintenance once initial site is developed
- Develop sites using: HTML5, CSS3, SharePoint, Dreamweaver and software provided by various web hosting companies
- Develop Facebook and Twitter sites to match corporate branding of client websites

- Photography and Videography – filming, editing, green screen, final production
- Graphic Design for websites, PowerPoint presentations and marketing material
- eBook Creation *Hey Wendy Watch* This and *The Art of London*

Previous

Thames Valley District Board of Education – Aboriginal Youth Entrepreneurship Program (AYEP) at Beal Secondary School – *September 2017 – Oct 2018* (Ivan Arneill)
Volunteer Business Mentor
- Participate in monthly sessions interacting with students to provide support, guidance, personal experience, and methods for self-discovery as each student explores their personal and business potential.
  https://www.themfi.ca/programs/aboriginal-youth-entrepreneurship-program-ayep

London St. Thomas Association of REALTORS
Director of Education and Membership: July 2008 – January 2011
- Accountable for assessment, design, development and implementation of systems and processes to ensure effective marketing, outreach, education and training;
- Develop curriculum; deliver training, interview potential session leaders, coordinate schedules, technical writing, and staff development
- Develop and implement Education Strategic Plan, outlining Vision, Goals, Objectives and two-year work plan, which include team building and development of e-learning strategies
- Responsible for the recruitment, selection, orientation, supervision, development and evaluation of adult educators
- Complete responsibility of budget and allocation of funds
- Design and deliver communication and marketing strategies and outcomes. Internal marketing as well as through the use of corporate website.
- Two direct reports to mentor and develop

Other

Platforms and Coding:
- Macintosh, Windows, iOS, Android, CSS3, HTML5, Twixl Media

Software Programs:
- Microsoft: Excel, Word, PowerPoint, Access, Outlook, OneNote, Publisher
- Adobe: InDesign, PhotoShop, Premier, Audition, Bridge, Media Encoder, Acrobat, DreamWeaver, Camera Raw

- <u>Browsers</u>: Explorer, Chrome, Safari, FireFox
- LDCSB: SharePoint, emPath, SmartFind Express, Thrive, mVal, all Microsoft products
  <u>Other</u>: SharePoint 2003 - 2010, SharePoint Designer, Camtasia Studio, SnagIt, iTunes, MPAC, Geowarehouse, EmPath, Articulate
- <u>Social Media:</u> Twitter, FaceBook, LinkedIn, Snap Chat, Instagram

App Developer Licenses:
- Android, iOS (Apple), Amazon, Microsoft

Related Training
- Web Technology Specialist: Trios College Graduate - 2014 (Diploma with Distinction)
- Youth Care Worker / Child Care Worker – Fanshawe College
- Emotional Intelligence for Personal Leadership - 2011
- Making Improvement Happen
- Negotiating for Results
- Adult Education - Practical Techniques for Resources Support Professionals
- Accessibility Standards
- Police Check – Vulnerable Sector - November 9, 2016

Awards: *Heart of London* **App**
- 2016 Ontario's Southwest Innovation Award
- 2017 Architectural Conservancy Ontario – London Region and Heritage London Foundation

Publications:
- *Hey Wendy Watch This*: *An East of Adelaide Childhood*, 2016, ISBN 978-0-9951992-0-0
  - *Available at Chapters, Brown & Dickson, Oxford Bookshop and Attic Books*