Website: Home | wrennysworkingtitle (wix.com) Phone: 757-613-9804
Email: wrennysworkingtitle@gmail.com

Client-Focused & Solution-Oriented

By Jennifer L. Archuleta

January 2024

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About Wren

I am a military veteran with 20+ years' experience in visual, written, and oral communication.

I have been fortunate to create and deliver an array of products including assessments, student and/or instructional guides, online training plans and materials, instructor-led training plans and materials, online and printed tutorials, online courses, documentation (pamphlets, brochures, forms, etc.), spreadsheets, create basic websites, and videos with or without voiceover.

When I am not creating work, I enjoy experimenting with food flavors, gardening, and outdoor adventures.

What We Do

Wrenny's Working Title is your administrative solution, providing reliable, efficient, and customizable administrative services.

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Experience With

- Microsoft Word
- Microsoft Forms
- Microsoft Power Point
- Microsoft Excel
- Microsoft Stream
- Microsoft Sway
- Microsoft Calendar
- Microsoft Teams
- Adobe
- OneDrive
- SharePoint
- Google Docs
- Animaker
- WordPress
- Wix
- Voice Recorder
- iMovie
- My Talking Pet
- Skype
- Zoom
- Moodle
- H5P

Familiar With

- Articulate 360
- Mind Mapping
- Prezi
- Canva
- Grammarly
- Visio
- Google Drive
- Adobe Captivate
- Articulate Storyline
- Movavi
- Kahoot

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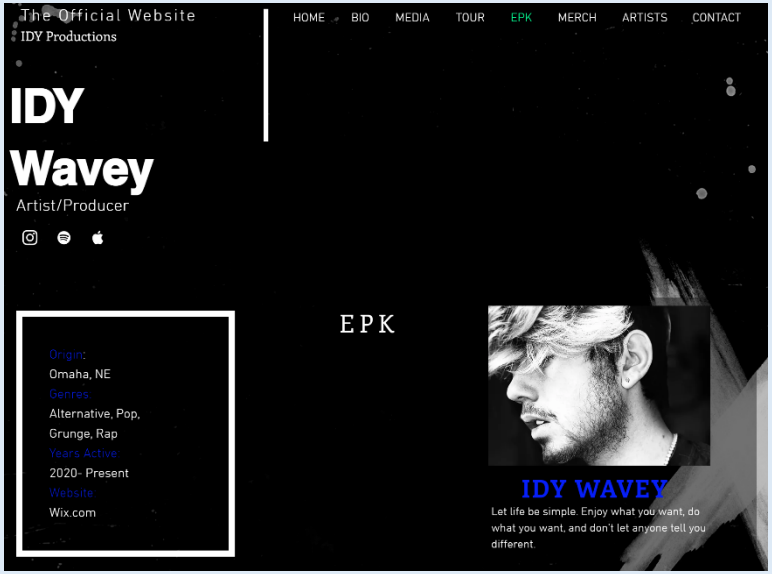
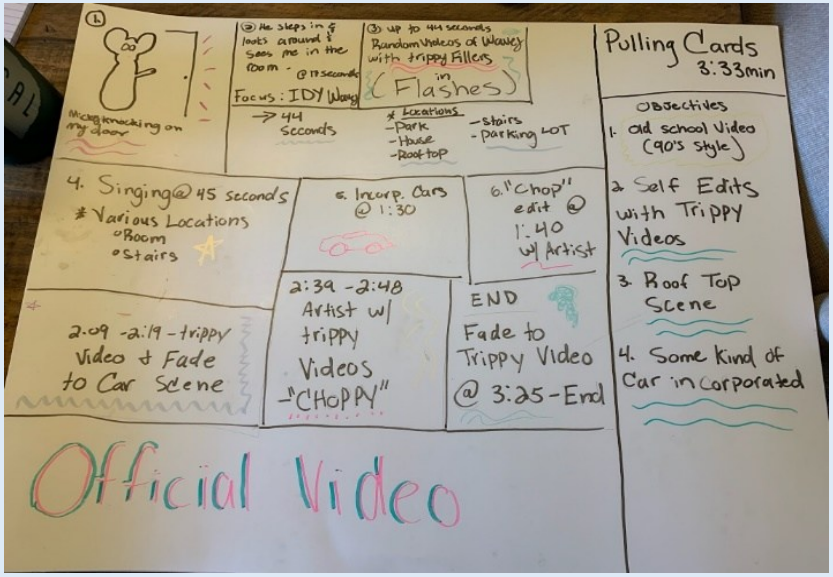
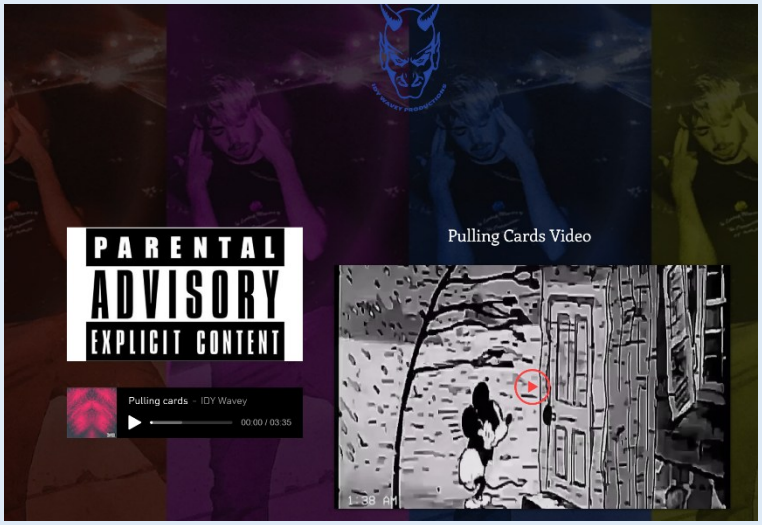
Website/Branding/Storyboard







***Created music artist website with Wix.**
***Collaborated with Keegan Towey Designs for artist's logo.**
***Collaborated with artist on storyboard for video.**

Pen and paper storyboard collaboration with music artist for music video.

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Storyboard

Storyboard created using Microsoft Word. Each page (11 total) indicating notes, media, interaction level, verbiage, and script for an individual to create in PowerPoint with all provided images, background, and audio.

<table>
<tr><td colspan="2">Slide: 3</td><td>Title: The Diffusion of Innovation</td><td>Time: 18 Seconds</td></tr>
<tr><td colspan="2">Media Notes:</td><td>Screen Text:</td><td>Media Script: Important.M4A</td></tr>
<tr><td colspan="2">Application: PowerPoint.

Slide begins with “reveal” transition and music.

Audio narration begins to play.

Title begins with narration: Why is Diffusion of Innovation Important? (centered).

After 3 seconds
Enter from left “The Diffusion of Innovation is important because the global economy is driven by change” (screen text).</td><td>Why is Diffusion of Innovation Important?

The Diffusion of Innovation is important because the global economy is driven by change.</td><td>Why is Diffusion of Innovation important?

The Diffusion of Innovation is important because the global economy is driven by change.

This training will outline various elements, characteristics, and influences changes make in our economy.</td></tr>
<tr><td colspan="2">Media:</td><td rowspan="6"></td><td rowspan="6"></td></tr>
<tr><td>Image:</td><td>Presentation Slide is Bold Modern Sophistication (PPT)</td></tr>
<tr><td>Audio:</td><td>Important.M4A</td></tr>
<tr><td>Music:</td><td>None</td></tr>
<tr><td>Video:</td><td>None</td></tr>
<tr><td colspan="2">Interaction: None</td><td>Quiz: None</td></tr>
<tr><td colspan="2">Branching:</td><td rowspan="3">Advance:
Automatic</td><td rowspan="3"></td></tr>
<tr><td>Next:</td><td>Slide 4</td></tr>
<tr><td>Previous:</td><td>Slide 2</td></tr>
</table>

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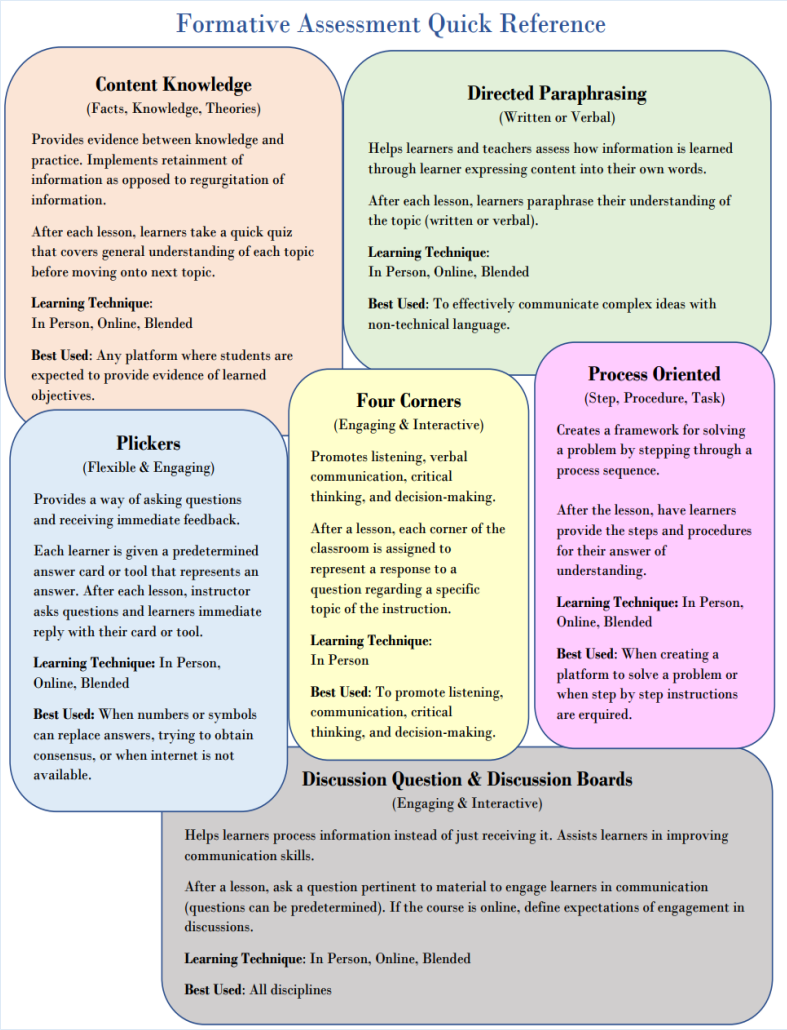
Education, Training, & eLearning

Create Quick Reference or Instructional Guides using Microsoft and Adobe Programs.



Formative Assessment Quick Reference

Content Knowledge
(Facts, Knowledge, Theories)

Provides evidence between knowledge and practice. Implements retainment of information as opposed to regurgitation of information.

After each lesson, learners take a quick quiz that covers general understanding of each topic before moving onto next topic.

Learning Technique:
In Person, Online, Blended

Best Used: Any platform where students are expected to provide evidence of learned objectives.

Directed Paraphrasing
(Written or Verbal)

Helps learners and teachers assess how information is learned through learner expressing content into their own words.

After each lesson, learners paraphrase their understanding of the topic (written or verbal).

Learning Technique:
In Person, Online, Blended

Best Used: To effectively communicate complex ideas with non-technical language.

Plickers
(Flexible & Engaging)

Provides a way of asking questions and receiving immediate feedback.

Each learner is given a predetermined answer card or tool that represents an answer. After each lesson, instructor asks questions and learners immediate reply with their card or tool.

Learning Technique: In Person, Online, Blended

Best Used: When numbers or symbols can replace answers, trying to obtain consensus, or when internet is not available.

Four Corners
(Engaging & Interactive)

Promotes listening, verbal communication, critical thinking, and decision-making.

After a lesson, each corner of the classroom is assigned to represent a response to a question regarding a specific topic of the instruction.

Learning Technique:
In Person

Best Used: To promote listening, communication, critical thinking, and decision-making.

Process Oriented
(Step, Procedure, Task)

Creates a framework for solving a problem by stepping through a process sequence.

After the lesson, have learners provide the steps and procedures for their answer of understanding.

Learning Technique: In Person, Online, Blended

Best Used: When creating a platform to solve a problem or when step by step instructions are required.

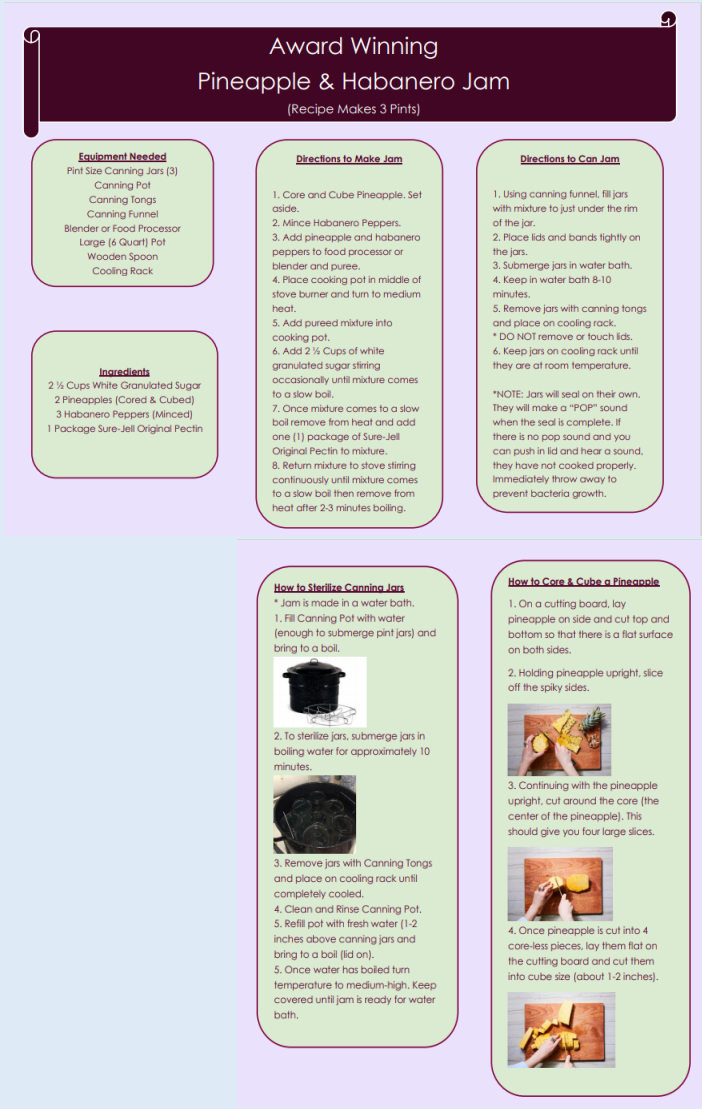
Discussion Question & Discussion Boards
(Engaging & Interactive)

Helps learners process information instead of just receiving it. Assists learners in improving communication skills.

After a lesson, ask a question pertinent to material to engage learners in communication (questions can be predetermined). If the course is online, define expectations of engagement in discussions.

Learning Technique: In Person, Online, Blended

Best Used: All disciplines



Award Winning
Pineapple & Habanero Jam
(Recipe Makes 3 Pints)

Equipment Needed
Pint Size Canning Jars (3)
Canning Pot
Canning Tongs
Canning Funnel
Blender or Food Processor
Large (6 Quart) Pot
Wooden Spoon
Cooling Rack

Ingredients
2 ½ Cups White Granulated Sugar
2 Pineapples (Cored & Cubed)
3 Habanero Peppers (Minced)
1 Package Sure-Jell Original Pectin

Directions to Make Jam

1. Core and Cube Pineapple. Set aside.
2. Mince Habanero Peppers.
3. Add pineapple and habanero peppers to food processor or blender and puree.
4. Place cooking pot in middle of stove burner and turn to medium heat.
5. Add pureed mixture into cooking pot.
6. Add 2 ½ Cups of white granulated sugar stirring occasionally until mixture comes to a slow boil.
7. Once mixture comes to a slow boil remove from heat and add one (1) package of Sure-Jell Original Pectin to mixture.
8. Return mixture to stove stirring continuously until mixture comes to a slow boil then remove from heat after 2-3 minutes boiling.

Directions to Can Jam

1. Using canning funnel, fill jars with mixture to just under the rim of the jar.
2. Place lids and bands tightly on the jars.
3. Submerge jars in water bath.
4. Keep in water bath 8-10 minutes.
5. Remove jars with canning tongs and place on cooling rack.
* DO NOT remove or touch lids.
6. Keep jars on cooling rack until they are at room temperature.

*NOTE: Jars will seal on their own. They will make a "POP" sound when the seal is complete. If there is no pop sound and you can push in lid and hear a sound, they have not cooked properly. Immediately throw away to prevent bacteria growth.

How to Sterilize Canning Jars
* Jam is made in a water bath.
1. Fill Canning Pot with water (enough to submerge pint jars) and bring to a boil.

2. To sterilize jars, submerge jars in boiling water for approximately 10 minutes.

3. Remove jars with Canning Tongs and place on cooling rack until completely cooled.
4. Clean and Rinse Canning Pot.
5. Refill pot with fresh water (1-2 inches above canning jars and bring to a boil (lid on).
5. Once water has boiled turn temperature to medium-high. Keep covered until jam is ready for water bath.

How to Core & Cube a Pineapple
1. On a cutting board, lay pineapple on side and cut top and bottom so that there is a flat surface on both sides.
2. Holding pineapple upright, slice off the spiky sides.

3. Continuing with the pineapple upright, cut around the core (the center of the pineapple). This should give you four large slices.

4. Once pineapple is cut into 4 core-less pieces, lay them flat on the cutting board and cut them into cube size (about 1-2 inches).

How to Mince a Habanero Pepper
1. It is recommended to wear gloves.
2. Slice habanero peppers lengthwise and remove stem.

3. Deseed peppers. Take out seeds and veins.
4. Slice peppers lengthwise and then horizontally to mince.

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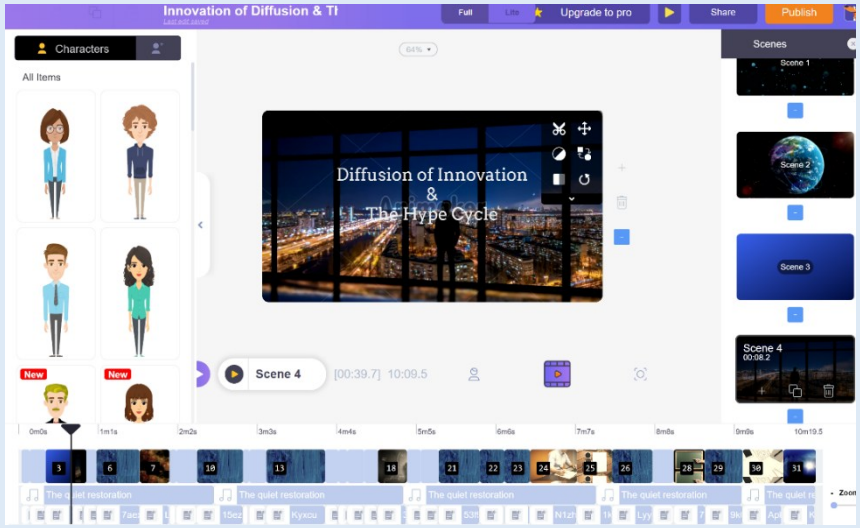
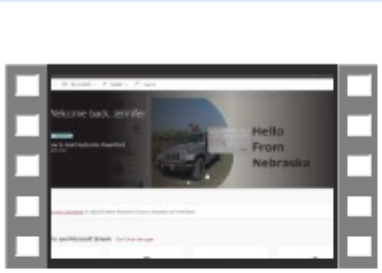
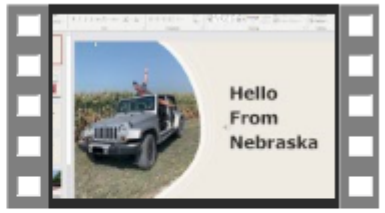
Education, Training, & eLearning

Create videos through various programs: Animaker, MyTalkingPet, Microsoft Programs, Movavi, iMovie, etc.
Create rubrics, lesson plans/guides, assessments, evaluations, questionnaires, etc.





How to Upload Your Video to Microsoft Stream



How to Create a Movie in PPT

eLearning Platform Rubric — April 16, 2021

Item	Requirements	Meets Criteria	Does NOT Meet Criteria	N/A	Comments
Course Overview & Instruction	Introduction and purpose statement is clear.				
	Course layout is easy to navigate and understand.				
	Course technology requirements are clearly stated.				
	Competencies are clearly stated.				
	Learner Expectations are clearly stated.				
Learning Objectives	Outcome is clearly defined (syllabus and through course)				
	Course activities and objectives are clearly defined.				
	Outcomes are measurable				

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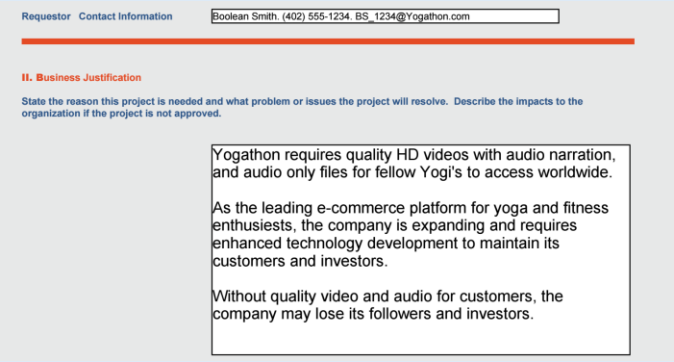
Project Management

My goal is to work with you to create, develop, and deliver successful results.



Requestor Contact Information: Boolean Smith. (402) 555-1234. BS_1234@Yogathon.com

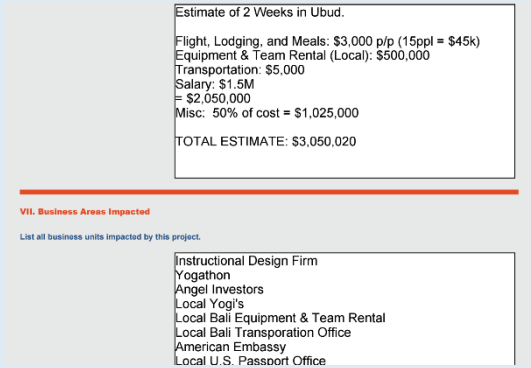
II. Business Justification

State the reason this project is needed and what problem or issues the project will resolve. Describe the impacts to the organization if the project is not approved.

Yogathon requires quality HD videos with audio narration, and audio only files for fellow Yogi's to access worldwide.

As the leading e-commerce platform for yoga and fitness enthusiests, the company is expanding and requires enhanced technology development to maintain its customers and investors.

Without quality video and audio for customers, the company may lose its followers and investors.



Estimate of 2 Weeks in Ubud.

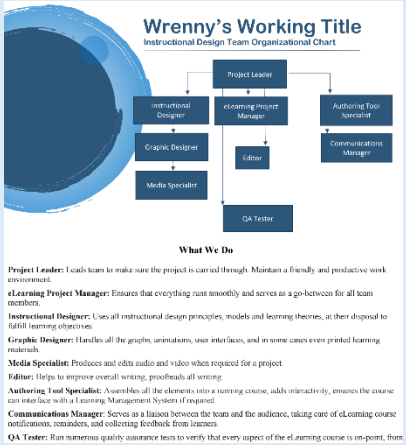
Flight, Lodging, and Meals: $3,000 p/p (15ppl = $45k)
Equipment & Team Rental (Local): $500,000
Transportation: $5,000
Salary: $1.5M
= $2,050,000
Misc: 50% of cost = $1,025,000

TOTAL ESTIMATE: $3,050,020

VII. Business Areas Impacted

List all business units impacted by this project.

Instructional Design Firm
Yogathon
Angel Investors
Local Yogi's
Local Bali Equipment & Team Rental
Local Bali Transporation Office
American Embassy
Local U.S. Passport Office



Wrenny's Working Title
Instructional Design Team Organizational Chart

Project Leader
Instructional Designer
eLearning Project Manager
Authoring Tool Specialist
Graphic Designer
Editor
Communications Manager
Media Specialist
QA Tester

What We Do

Project Leader: Leads team to make sure the project is carried through. Maintain a friendly and productive work environment.

eLearning Project Manager: Ensures that everything runs smoothly and serves as a go-between for all team members.

Instructional Designer: Uses all instructional design principles, models and learning theories, at their disposal to fulfill learning objectives.

Graphic Designer: Handles all the graphs, animations, user interfaces, and in some cases even printed learning materials.

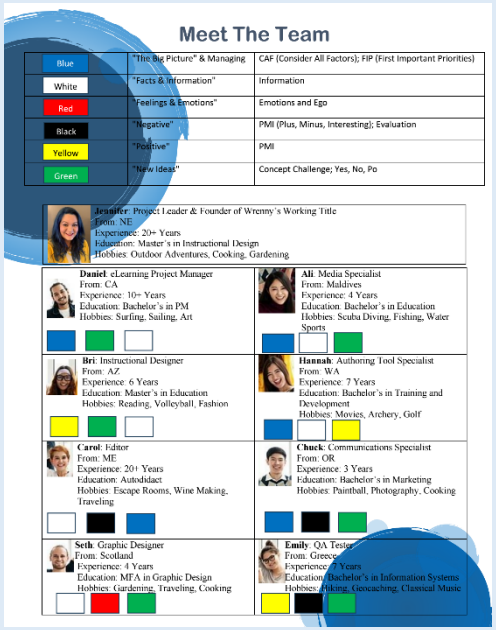
Media Specialist: Produces and edits audio and video when required for a project.

Editor: Helps to improve overall writing, proofreads all writing.

Authoring Tool Specialist: Assembles all the elements into a running course, adds interactivity, ensures the course can interface with a Learning Management System if required.

Communications Manager: Serves as a liaison between the team and the audience, taking care of eLearning course notifications, reminders, and collecting feedback from learners.

QA Tester: Run numerous quality assurance tests to verify that every aspect of the eLearning course is on-point, from



Meet The Team

Blue	"The Big Picture" & Managing	CAF (Consider All Factors); FIP (First Important Priorities)
White	"Facts & Information"	Information
Red	"Feelings & Emotions"	Emotions and Ego
Black	"Negative"	PMI (Plus, Minus, Interesting); Evaluation
Yellow	"Positive"	PMI
Green	"New Ideas"	Concept Challenge; Yes, No, Po

Jennifer: Project Leader & Founder of Wrenny's Working Title
From: NE
Experience: 20+ Years
Education: Master's in Instructional Design
Hobbies: Outdoor Adventures, Cooking, Gardening

Daniel: eLearning Project Manager
From: CA
Experience: 10+ Years
Education: Bachelor's in PM
Hobbies: Surfing, Sailing, Art

Ali: Media Specialist
From: Maldives
Experience: 4 Years
Education: Bachelor's in Education
Hobbies: Scuba Diving, Fishing, Water Sports

Bri: Instructional Designer
From: AZ
Experience: 6 Years
Education: Master's in Education
Hobbies: Reading, Volleyball, Fashion

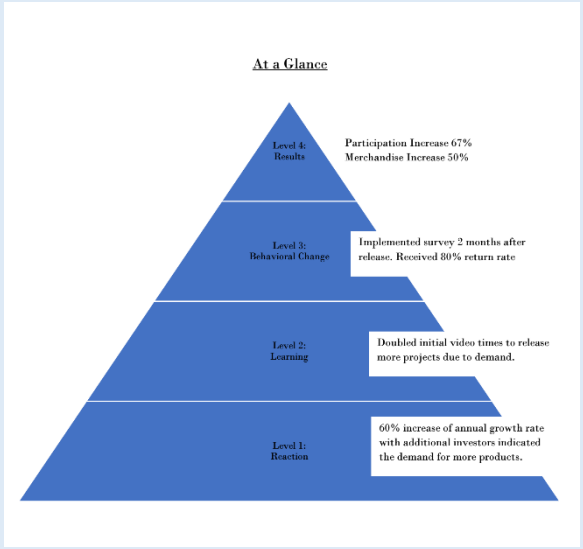
Hannah: Authoring Tool Specialist
From: WA
Experience: 7 Years
Education: Bachelor's in Training and Development
Hobbies: Movies, Archery, Golf

Carol: Editor
From: ME
Experience: 20+ Years
Education: Autodidact
Hobbies: Escape Rooms, Wine Making, Traveling

Chuck: Communications Specialist
From: OR
Experience: 3 Years
Education: Bachelor's in Marketing
Hobbies: Paintball, Photography, Cooking

Seth: Graphic Designer
From: Scotland
Experience: 4 Years
Education: MFA in Graphic Design
Hobbies: Gardening, Traveling, Cooking

Emily: QA Tester
From: Greece
Experience: 7 Years
Education: Bachelor's in Information Systems
Hobbies: Hiking, Geocaching, Classical Music



At a Glance

Level 4: Results — Participation Increase 67%; Merchandise Increase 50%

Level 3: Behavioral Change — Implemented survey 2 months after release. Received 80% return rate

Level 2: Learning — Doubled initial video times to release more projects due to demand.

Level 1: Reaction — 60% increase of annual growth rate with additional investors indicated the demand for more products.

***School Project**

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