



CATHY LARSON

DIRECTOR OF TRAINING AND DEVELOPMENT
WRITER

CONTACT



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Franklin, TN



www.cathylarson.com

EDUCATION

MASTER'S DEGREE
Business Administration
CSULB
MAY 2000

BACHELOR OF ARTS
English Education
CSULB
MAY 1994

EXPERTISE

Technical writing

Writing

Adult Learning Principles

Leadership/Coaching

Team Building

Training

Curriculum Development

PROFESSIONAL PROFILE

Experienced and adaptable professional with over twenty years of experience and proven knowledge of curriculum development, education administration, training, writing, communications, and content delivery in both public and private industries.

Team-, people-, and detail-oriented, learned from years of success in leadership and management.

EXPERIENCE

TEACHER ADMINISTRATOR | AUHSD / BUSD
September 2003 – May 2020

Secondary classroom teacher, department chair, technology coach, district trainer, lesson design coach, and Teacher on Special Assignment.

- Design and deliver classroom instruction using various instructional strategies, resources and technology, including e-learning
- Train and coach staff using adult learning principles on new product launches, best practices, and content creation
- Write policies, procedures, grants, state and national level reports and award applications.
- Manage teams of teachers and students, schedule training programs, and ensure understanding of expectations
- AP College Board National Trainer in the field of AP Composition and Literature

DIRECTOR OF TRAINING AND COMMUNICATIONS | buy.com
August 2001 – September 2003

Managed a corporate training and customer service staff, including all operations and human resources responsibilities.

- Developed company-wide training programs and curriculum for new employees, including two off-site customer service call centers with staffs of over 100 to manage information, workflow, onboarding, curriculum library, delivery, and facilitation
- Managed vendor relations and contract negotiations related to customer service and communication initiatives for the e-commerce website
- Designed and delivered internal company communications



CATHY LARSON
DIRECTOR OF TRAINING

SKILLS

TECHNICAL

Microsoft Office Suite

Google Suite

Learning Management Systems

Evernote and Zoom

PERSONAL

Decision Making

Problem-solving

Creativity

Communication

CREDENTIALS

CA Single Subject Secondary English

CA Single Subject Intro Business

CA Administrative

INTERESTS

Reading / Writing

Running

Travel

Wine & Baking

TECHNICAL WRITER AND TRAINER | Usertech

September 1999 – August 2001

Working remotely, wrote and delivered technical materials to Fortune 500 companies across the United States for new implementation of Enterprise Resource Programs, including HR, CSX, AP/AR, and Payroll.

- Kept abreast of training and development research: learning theory, adult learning principles, and motivation theory
- Analyzed, evaluated, and provided feedback related to training effectiveness
- Tested, evaluated, and offered feedback on new system updates
- Managed outsourced and internal resources and projects
- Designed training plans and delivery of content to all stakeholders

RELATED EXPERIENCE

BOARD MEMBER | ROSSMOOR HOMEOWNERS ASSOCIATION

June 2015 – May 2020

Board member of an elected association to manage the business of a 3500-home neighborhood. In addition to the business of the organization, research3e, wrote, and edited the content of the quarterly communications magazine, including biographies, current events, business features, and historical archives.

OWNER | Write Away U

June 2010 – August 2019

Built and owned a business designed to help children from first through ninth grade discover their voice through the written word. Worked with over 500 children in nine years through summer and year-long programs, bridging the writing gap and preparing them for academic success.

Designed and facilitated district-wide workshops as a consultant for Clover Park School District to supplement and vertically-align language arts curriculum across all grade levels.

AWARDS & ACHIEVEMENTS

PUBLISHED AUTHOR | YARD WINE: It's a Neighborly Thing

2010

A nonfiction book written to show how to create a Yard Wine neighborhood, to use the power of Yard Wine to turn a neighborhood into a 21st century Mayberry, and to find the secret of happiness and rejuvenated spirit in any front yard.

REFERENCES

DR. SEEMA SIDHU | AUHSD

Assistant Principal

Sidhu_s@auhsd.us

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RON HOSHI | AUHSD

Principal

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