

ALYSSA PRYOR

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PROFESSIONAL PROFILE

Highly motivated and organized curriculum professional with experience in administration, higher education, medical education, and middle childhood education settings. Over ten years of experience working with online learning management systems, objectives, curriculum, and diverse student populations.

EDUCATION

MASTER OF EDUCATION
Curriculum and Instruction
Kent State University
2015-2016
Cumulative GPA: 4.0

BACHELOR OF SCIENCE IN EDUCATION
Middle Childhood Education
Kent State University
2007-2011
Cumulative GPA: 3.49

CERTIFICATIONS

Lean Six Sigma Yellow Belt Certified, 2021
Lean Six Sigma Green Belt Certified, 2023 (In Process)
Canvas Certified Educator, 2023

CORE SKILLS

- Budgeting
- Curriculum Coordination
- Curriculum Integration
- Event Planning
- Establishing & Meeting Student Objectives
- Lesson Planning
- Program Coordination & Evaluation
- Recruitment Planning
- Familiar with Argos, Banner, Blackboard Learn, Canvas, Cognos, Qualtrics, and Sakai

AWARDS and HONORS

Mothers, Mentors, and Muses Award Recipient, 2014
Honors College Scholar, 2011

CAREER SUMMARY

2017- present Northeast Ohio Medical University

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| Curriculum Manager, Curriculum Operations | January 2022- present |
| Curriculum Coordinator II, Curriculum Operations | May 2021 – January 2022 |
| Interim Curriculum Manager, Curriculum Operations | February 2021 – May 2021 |
| Curriculum Coordinator II, Curriculum Operations | January 2021 – February 2021 |
| Curriculum Coordinator, Department of Medical Education | September 2017 – January 2021 |
| Instructor, Department of Family and Community Medicine | April 2018 – present |

- Manage current longitudinal curriculum for the College of Medicine to ensure the exceptional student experience (Curriculum Manager)
- Work with College of Pharmacy and College of Graduate Studies colleagues make university processes and procedures more efficient and consistent between all colleges (Curriculum Manager)

- Lead, deploy, and manage best practices in curriculum (Curriculum Manager)
- Establish Standard Operating Procedures for the Curriculum Operations Team (Curriculum Manager)
- Supervise all longitudinal curriculum coordinators (Curriculum Manager)
- Integrate curriculum between basic science and longitudinal courses (Curriculum Manager)
- Act as liaison between leadership, clinical sites, and coordinators (Curriculum Manager)
- Member of Hardship and Curriculum Committees (Curriculum Manager)
- Establish and execute curriculum changes amongst M1-M4 longitudinal courses (Curriculum Manager)
- Delegate tasks and manage workloads for the longitudinal team (Curriculum Coordinator II)
- Organize and build courses in two online learning management systems for the College of Medicine (Curriculum Coordinator II)
- Convert all courses, sessions, and groups to virtual learning during pandemic restrictions (Curriculum Coordinator II)
- Participate in the creation and revision of course materials including course syllabi, student instructional materials, preceptor materials, rubrics for student assessment, and materials for monitoring student completion of assignments (Curriculum Coordinator II)
- Provide feedback and guidance as it pertains to the development of a new curriculum (Curriculum Coordinator)
- Implement Peer Instruction strategies for the College of Medicine (Curriculum Coordinator)
- Review the current curriculum in order to contribute to the design, comparability, and consistency of new course attributes (Curriculum Coordinator)
- Recruit Primary Ambulatory Care Experience preceptors and assign students to them (Curriculum Coordinator)
- Collaborate with team members and other curriculum coordinators to effectively provide support with logistics, technology, and other curricular content when needed for any COM course activities (Curriculum Coordinator)
- Work with College of Pharmacy stakeholders to create interdisciplinary classes and activities (Curriculum Coordinator)
- Evaluate and provide assignment feedback to M1 and M3 medical students (Instructor)
- Instruct small group activities in various College of Medicine and College of Pharmacy courses (Instructor)

2011 – 2017 Kent State University

Kent Blossom Art Coordinator/ Administrative Clerk, School of Art
 Temporary Senior Secretary, School of Art

December 2011 – September 2017
 July 2011 – December 2011

- Planned, implemented, coordinated, and led recruiting events for potential students
- Oversaw and coordinated School of Art special events
- Coordinated and balanced budgets for the Kent Blossom Art program and travel study courses
- Trained and supervised student employees for School of Art tours
- Coordinated travel study trips in the School of Art
- Worked closely with faculty to initiate curriculum changes for the roadmaps in the School of Art
- Scheduled classes for various semesters using DCU and Banner
- Coordinated room schedules and class schedules for the School of Art
- Registered students for classes and applied overrides
- Processed various curriculum changes for the School of Art