

Tracey Mollins

www.greedymouse.ca

[LinkedIn Profile](#)

summary of qualifications

- ✍ Extensive background in cross-cultural settings
- ✍ Proven ability to work well with diverse organizations and individuals
- ✍ Organized, highly motivated, detail oriented and able to work independently

Collaborations in adult education include:

- ✍ project coordination
 - ✍ research and writing
 - ✍ clear language writing and editing
 - ✍ publishing and website development
 - ✍ curriculum development and instructional design
 - ✍ social media strategy and knowledge exchange
 - ✍ community engagement and policy analysis
 - ✍ classroom instruction and workshop facilitation
- at community programs, school boards, colleges, network organizations and unions.

- 2017 - present Practitioner Training, Technology Planning and Coaching
Organizational Development Consultant – Education and Technology
AlphaPlus
- 2011 - present Instructional Design, Practitioner Training and Online Course Site
Administration
Occupation Specific Language Training Online Curricula
Colleges Ontario
- 2005 - present Workshop Development and Facilitation
ESL Literacy, EAP, Digital Technology, Clear Language and Anti-Discrimination Workshops (TESL Certificate)
Canadian Centre for Language and Cultural Studies
- 2015 - 2016 Technology Planning and Coaching Needs Assessment
Intake and Assessment Survey
AlphaPlus
- 2015 Learning Management System Design and Practitioner Training
Financial Literacy and Learning for Aboriginals Means Empowerment Online Curriculum
Ontario Native Literacy Coalition
- 2014 Project Evaluation – Outside Evaluator: Writing and Analysis
OALCF Implementation Strategy Resource and ESKARGO Training Project
Metro Toronto Movement for Literacy
- 2013 - 2014 Curriculum Development
English for Special Purposes: Language Teacher Training Program Curriculum
Red River College
- 2013 Curriculum Development
Creating Your Digital Footprint Online Moodle Course (6 weeks)
Learning HUB
- 2012 - 2014 Instructional Design and Online Course Site Administration
Tools for Communication Online Curriculum
Bridge Training for Internationally Trained Psychologists and Mental Health Professionals
Mennonite New Life Centre
- 2012 - 2013 Instructional Design and Practitioner Training
The Role of the Intervenor in Health, Wellness and Aging Online Curriculum
The Importance of Planning in the Role of the Intervenor Online Curriculum
Canadian Deafblind Association
- 2012 Curriculum Development
Use Digital Technology: A resource to support using digital technology for Literacy and Basic Skills practitioners in Ontario (OALCF Competency D)
AlphaPlus

- 2012 [Instructional Design](#)
Are you ready to learn online? Learner Assessment Tool
AlphaPlus
- 2012 [Instructional Design and Onsite Practitioner Training](#)
Professional Development Framework Online Curriculum
Toronto Catholic District School Board / Language Instruction for Newcomers to
Canada
- 2012 [Workshop Design](#)
Online Orientation to the LBS Program for New Program Managers
Simcoe/Muskoka Literacy Network
- 2011 - 2012 [Research, Curriculum Development, and Online Facilitation](#)
Bringing Workplace Literacy and Union Education Online
Canadian Union of Public Employees / AlphaPlus
- 2011 [Curriculum Development, Instructional Design and Practitioner Training](#)
Clear Writing Certificate Course Online Curriculum
Learning Networks Ontario
- 2010 - 2012 [Curriculum Development and Practitioner Training](#)
Enhancing Curriculum with Online Learning
Toronto District School Board
- 2010 [Workshop Development and Facilitation](#)
Navigating Your Way Train the Trainer Workshops
Nova Scotia Federation of Labour / Office of the Worker Counsellor
- 2010 - 2011 [Project Documentation – Video and Audio Interviews and Website](#)
***Numeracy at Work: A Social and Holistic Approach to Math as an
Essential Skill***
Labour Education Centre
- 2009 - 2010 [Online Presentation Producer – Research, Clear Writing and Workshop
Design and Delivery](#)
Online Promotion of Literacy to Employment Ontario Partners
Community Literacy of Ontario
- 2009 [Project Documentation – Website](#)
***Powerful Listening: A Practitioner Research Project on Story and
Difference in Adult Literacy***
Festival of Literacies / Ontario Institute for Studies in Education
- 2009 [Research and Clear Writing](#)
Literacy Fact Sheets
Ontario Literacy Coalition
- 2009 [Workshop Development and Blended Learning Facilitation](#)
Online Learning for Adult Literacy Practitioners
Toronto District School Board
- 2007 - 2010 [Workshop Development and Online Facilitation](#)
Moodle Training for Adult Literacy Practitioners
AlphaPlus

- 2007 - 2008 Field Reviewer (Ontario) – Research, Writing, and Policy Analysis
Connecting the Dots: Improving Accountability in the Adult Literacy Field in Canada Movement for Canadian Literacy, Centre for Literacy of Quebec & RiPAL BC
- 2007 Project Coordinator – Research and Writing – Podcast Producer
The Research in Practice Podcast Project
Festival of Literacies / Ontario Institute for Studies in Education
- 2006 Project Documentation – Practitioner Summary, Clear Writing
Beyond Worksheets: A Social & Holistic Approach to Numeracy
Metro Toronto Movement for Literacy
- 2004 - 2008 Curriculum Development and Online Facilitation
AlphaRoute Online Courses for Adult Literacy Students
AlphaPlus
- 2004 - 2006 Project Development, Policy Analysis, Research and Clear Writing
Workshop Design and Delivery, Website and Symposium Coordination
The Learning Circles Project & The Beginner's Guide to Learning Circles
Metro Toronto Movement for Literacy
- 2004 - 2006 Workshop Facilitation
Tutor Training Facilitator
Metro Toronto Movement for Literacy
- 2004 Research, Clear Writing and Workshop Design
Spreading the Word: A Literacy Advocate's Kit
Canadian Union of Public Employees
- 2003 - 2009 Project Manager – Publishing, Writing, Online Discussion Design and Facilitation
Literacies: Researching practice, practising research
Movement for Canadian Literacy / Ontario Institute for Studies in Education
- 2003 Clear Writing
Let the Experts Do the Talking: A Manual for Literacy Organizations Starting a Learner Speaker Program
Ontario Literacy Coalition
- 2002 - 2003 Workshop Facilitation and Case Management
learn\$ave Project Facilitator and Caseworker
Family Service Association
- 2001 Project Coordinator – Research, Clear Writing, and Curriculum Development
Learning Our Way: Women, Computers and Literacy
St. Christopher House Adult Literacy Program
- 1999 - 2002 Program Coordination, Curriculum Development, Community Development
Adult Literacy Program Worker
St. Christopher House Adult Literacy Program
- 1994 - 1999 Curriculum Development, Workshop Facilitation and Learner Instruction
English as a Second Language ESL Computer Lab Instructor
Language Instruction for Newcomers to Canada ESL Literacy Instructor
Canadian Language Benchmarks and Creating A Working Syllabus
Workshop Facilitator
Toronto District School Board

professional development

University of Central Florida/EDUCAUSE

2014 BlendKit2014 - Becoming a Blended Learning Designer

Moodle

2013 Teaching with Moodle (MOOC)

Remote Learner

2009 Introduction to Moodle Certificate

e-Channel Instructor Training

2008 Centra Training Level 1 part A and B + e-Essentials

University of Toronto, Resource Centre for Academic Technology

2008 Introduction to Imaging Using Photoshop

2006 Introduction to Making Online Resources Accessible

University of Toronto, Faculty of Information Studies

2008 Writing for the Web

2004 Website Implementation and Management + Information Architecture

2002 Creating Documents for the World Wide Web (HTML) +
Creating Web Documents, Part II

Centre for Literacy of Quebec Institutes

2008 Health and Literacy: Constructing Curriculum for Healthcare Providers

2004 Adult Basic Education: Impact of Policy on Education

Simon Fraser Summer Publishing Workshops

2005 Creating a Business Plan + Digital Photography

2003 Online Journals

Ontario Institute for Studies in Education (Community Participant)

2004 Oral and Written Language in Adult Literacy +
Workplace Literacies: Theory, Policy and Practice

2002 Adult Literacy Research Circle

Toronto Board of Education/Ministry of Citizenship

1998 Teaching Phonetics

1997 Teaching Grammar in the ESL Literacy Classroom

1996 Anti-Racist Education Certificate

1995 Teaching ESL Literacy Certificate

University of Toronto

1993 Teaching English as a Second Language Certificate

1992 Bachelor of Arts, Linguistics

Metro Toronto Movement for Literacy

1995 Target Literacy: Literacy and Learning Disabilities

1990 Orientation to Literacy