SETAREH RAZAVI

646-295-4867 (Cell)
New York, New York setti.razavi@gmail.com
www.settirazavi.com https://www.linkedin.com/in/setarehrazavi

PROFESSIONAL PROFILE

A detail-oriented and result-driven professional with years of experience in the field of education and training, with focus on Instructional Technologies in various environments.

SUMMARY OF QUALIFICATIONS

- Web & Multimedia Design and Development
  - HTML, CSS, Graphics, Responsive Web Design
  - Adobe Creative Suite, Microsoft Office Suite
- Content Management System & Learning Management System
  - Drupal, Blackboard
- Technical Training, Instructional Design & Professional Development
- E-Learning
  - Adobe Captivate

EMPLOYMENT

COLUMBIA UNIVERSITY, NEW YORK 2014 – Present
SPONSORED PROJECTS ADMINISTRATION
CENTER FOR IRANIAN STUDIES
Online Coordinator

- Web Development, Content Management, and Graphic Design for two websites, including a scholarly encyclopaedia
- Social Media and Events digital Updates
- Liaise between website host and editorial staff
- Google Analytics and Periodic Reports
- Train and Supervise work-study students and interns

FREELANCE WEB DESIGNER AND DEVELOPER 2013 – 2015

- Design and develop websites for private clients
- Design User Interface; Develop wireframe and sitemap
- Development of multimedia applications, Computer programs for business applications.
- Train clients on web maintenance

COLUMBIA UNIVERSITY MEDICAL CENTER, NEW YORK 2006 – 2012
Web Producer

- Design, development, and maintenance of websites
- Design and develop digital publications
- Publish banner emails, press releases, and media spotlights
- Design and develop Information Architecture
- Client training and support on Content Management System
- Develop an E-learning management for Human Resources Department

FORDHAM UNIVERSITY, BRONX 2004 – 2005
Professional Developer

- Train New York City teachers on computer applications
- Consult with teachers and develop lesson plans integrating instructional technologies in educational curriculum

THE DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK, BROOKLYN 1997 – 2003
Web Services Coordinator and Staff Trainer

- Design, development, and maintenance of websites
- Staff supervision including employees, consultants, and interns
- Prepare and present workshops for teachers' professional development
- Technical support for districts, high schools, and central offices
- Review of the Vendor Contract Proposals (RFPs)

CHILDREN'S TELEVISION WORKSHOP, NEW YORK 1990 – 1995
Researcher and School Software Manager

- Design and test educational software in science, math, and literacy
- Recommend improvements for content and Interface Design
- Quantitative and qualitative data analysis and write research reports

ADDITIONAL RELATED EXPERIENCES

Consultant Programmer, Computer trainer, and Adjunct Professor

- Training of various business and professional office staff on computer systems; Consulting in office management; Design and preparation of computer reports
- Plan educational curriculum and lesson plans; guide and communicate with students and personnel
- TOURO COLLEGE - *Adjunct Professor*
  Courses: "Foundation of Instructional Technology"
  "Introduction to Instructional Design"
- FORDHAM UNIVERSITY - *Adjunct Professor*
  Course: "Design of Interactive Learning Systems"
- LONG ISLAND UNIVERSITY – *Adjunct Professor*
  Course: "Visual and Imagery Design in Digital User Interface Environment"
- TEACHERS COLLEGE – *Teacher's Assistant*
  Course: "Designing Educational Activities Using the Internet"

EDUCATION

COLUMBIA UNIVERSITY, TEACHERS COLLEGE, NEW YORK
Master of Arts
Educational Psychology and Instructional Technologies

RUTGERS, THE STATE UNIVERSITY, NEW JERSEY
Bachelor of Arts
Psychology

AIRCO - COMPUTER LEARNING CENTER, NEW JERSEY
Certificate with Honors in Computer Programming