

SANDRA J. SCHWARZ

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SUMMARY

Passionate and motivated Education professional with diverse business experiences within Emerson and for multiple companies. Core education includes: Bachelor of Science, Business Administration from Upper Iowa University; Instructional Design & Development Certification from Iowa State University; and Master of Education in Curriculum and Technology from Iowa State University.

Major accomplishments: Selected, procured, and implemented four Learning Management Systems for three different companies; designed and developed courses and curriculum for multiple companies as an employee and consultant in varied modalities; participated on multiple Emerson large company business acquisition teams as key education contact.

Served on multiple committees and boards including: Women in Stem, LBGQT & Mental Health Resource Groups; IACET-Engineering, IACET-Chair - Standards Council, IACET-Nominations & Elections; Contributing author to IACET 2018 Standard for Competency-based Learning (1st Edition); Noah's Ark Preschool Board; Club Soccer Board as Director of Coaches and President; Advisory Board for Jasper County Economic Planning and currently leading the Emerson Education Services Global Quality Council and Certified Instructor subteams.

Successfully participated/led Emerson IACET audits in 2013, 2018 and 2023. Responsible for ensuring all policy and procedures are written for Emerson Education Services, and process gates to ensure validation of evidence. Subject Matter Expert at Emerson for IACET Standard and for ADDIE process.

PROFESSIONAL EXPERIENCE

Emerson, Marshalltown, IA, 2011 – Present

Sr. Manager, Educational Services Quality and Standards – October 2019 to Present

Provide global leadership for Educational Services Standards and Quality policy, practices, templates and assessment. Ensure all facets of the International Accreditation of Continuing Education & Training (IACET) standard is executed for all educational services so that Continuing Education Units (CEUs) may be provided for successful completion of courses. Consultant on large customer-facing projects for digital transformation

Selected accomplishments:

- Successfully completed IACET audits (2013, 2018, & 2023) since 2013 to present.
- Ensured policy and process is written as according to IACET Standard and Emerson Quality practices.
- Member of digital transformation team for large scale customer-projects delivering the training portions.
- Selected and implemented two Learning Management Systems (LMS) with most recent a highly integrated LMS.
- Created a multi-level certified instructor program.

Educational Services Global Administration – October 2013 to September 2019

Provide global leadership for Educational Services Administration including systems, operations, standards and finance. Responsible to implement systems, operations and solutions that service Emerson internal and external educational customers. Responsible for Educational Services Administration budget.

Selected accomplishments:

- Successfully implemented Emerson's first customer-facing Learning Management System (LMS) with integration to Oracle Business.
- Established remote team in Philippines to process admin functions of LMS.
- Managed remote teams in multiple locations for administration operations.

Educational Services Instructional Designer – November 2011 to September 2013

Provide instructional design and development expertise implementing project request tool and process, prioritization and implementation practice to manage multiple course development projects. Completed product and Human Resource courses including one for Diversity and Inclusion.

Selected accomplishments:

- Successfully implemented project management and introduced ADDIE model to support project execution.
- Institutionalized tools for design and development through community of practice.

Experience Continued

Impact Business Solutions, Newton, IA, 2009 – 2012

OWNER

Provided consulting and project management to design/develop training courses for large global customers. Assessed training needs, and created training plans. Managed projects for content delivery in all modalities for course topics such as Leadership, Legal, Finance, HR Onboarding, Lean Six Sigma, and various products and solutions.

Farm Bureau Financial Services, Des Moines, IA, 2005 – 2009

DIRECTOR, EDUCATION SERVICES, APRIL 2006 – FEBRUARY 2009

DIRECTOR, DISTANCE LEARNING, AUGUST 2005 – MARCH 2006

Managed Education Services team including instructional designers, trainers and administrative staff. Developed a comprehensive education plan for internal sales force and contracted insurance agents including agent's staff across 15-state territory. Created an internal curriculum to support agent achievement of agent selling goals based on strategic planning with channel leadership such as Property Casualty, Life, and Commercial. Responsible for Educational budget.

Selected accomplishments:

- Implemented LMS - Sales.
- Implemented an instructional design process with gated internal customer sign-offs.
- Introduced eCourses, microlearnings and weekly 5 minute audio segments.

EDUCATION & CREDENTIALS

Master of Education in Curriculum & Technology-Iowa State University, Ames IA, Graduated May 2015

Instructional Design & Development Certification-Iowa State University, Ames, IA, Received December 2013

BA Degree in Business Administration – University of Upper Iowa, Lafayette, IA, August 1993.

IACET – Standards Council 2020 to present; Chair of Council 2023-2026; Member of Finance Committee 2024

IACET – Competency-based Education Committee 2014-2018 (Contributing author to IACET 2018 Standard for Competency-based Learning (1st Edition)

Classes and workshops include: Lean Sigma **Greenbelt**, Kepner-Tregoe-**Project Management**, Crucial Conversations, Certified Facilitator for E-Myth seminars, High School certified coach, State D-level Soccer Coach, Leadership Through People Skills, Leading SAFe Agilest, Diversity & Inclusion

Certified Soccer Coach with 15+ years' experience – 5 years coaching boys high school soccer

Leadership – Gallup Strengthfinder 2.0 results: Strategic, Futuristic, Competitive, Maximizer and Activator

Board – Noah's Arch Pre-school, Offices held: Secretary

Board – Newton Area Soccer Association, Offices held: President, Director of Coaches

Advisory Board Jasper County Economic Planning – County member

REFERENCES AND LINKS

Caressa Kendall – Sr. Global Education Services Manager – (512) 297-1337

Dorothy Hellberg – Retired Director of Emerson Education Services (641) 691-8499

<https://www.linkedin.com/in/sschwarz/>