

LYNNA GARBER KALNA

Sausalito, CA 94965
www.linkedin.com/in/LynnaKalna

614.390.8252
lynna.kalna@gmail.com

INSTRUCTIONAL DESIGNER | CORPORATE TRAINER | EDUCATIONAL CONSULTANT

HIGHLY-VERSATILE, RESULTS-DRIVEN COMMUNICATIONS SPECIALIST WITH UNIQUE BALANCE OF EXPERIENCE IN DIVERSE ACADEMIC AND CORPORATE ENVIRONMENTS

Collaborative, service-oriented leader utilizing exceptional ability to understand business needs and build relationships at all levels. Demonstrate proficiency in motivating and training employees to obtain maximum performance, increase profits, and support corporate vision.

Master business communicator, passionate about potential and impact of communication, and skilled in designing and delivering training programs for companies and professional organizations.

Innovative professor experienced with elearning technologies and online andragogy to develop courses. Recipient of numerous awards for performance, including Professor of Distinction and Merit.

Additional Core Strengths: Project Management, Assessment, Web tools, Business/Technical Writing

PROFESSIONAL EXPERIENCE

Co-founder, Director of Training Initiatives, MoxieWorks, LLC, Downers Grove, IL 2017 – Present
Provide individualized/corporate customized training, consulting, and coaching to improve employees' business communication skills -- written, verbal, visual, and interpersonal – including electronic and social media. See www.moxieworksllc.com.

Educational Consultant, Peer Consulting, Lee, NH 2000 – Present
Develop academic course offerings, descriptions, and rubrics to meet state mandates. Currently designing webinar courses for University of New Hampshire.

- Strengthen client objectives by proposing recommendations, **developing and delivering training programs nationally**.

Corporate Trainer, Self Employed, Sausalito, CA 1992 –2016
Designed and delivered consulting, education, and training services, programs, and manuals to wide range of businesses, government entities, and professional organizations; consistently received evaluations of 4.9 / 5.0. Specialized in business communication (oral, written, group, interpersonal, and intercultural).

- **Customized training solutions**, addressing clients' communication problems / needs, developing and implementing solutions-based action plans, and improving global business practices.
- Presented highly-effective training programs, providing valuable information through **online webinars and F2F** formats for both executive and employee audiences, including **technical workforce and international participants**.

Senior Professor, DeVry University, Columbus, OH and remote 1992 – 2016
(promoted four professorial ranks in shortest time frame)

Instructed 200+ college students per term in Career Development, Technical and Professional Writing, Public Speaking, Interpersonal Communications, and Motivation and Leadership. Adept at teaching across wide variety of cultural differences and **on-site / online / hybrid formats**. Served as member of **Business Advisory Board**. Orchestrated collaboration among geographically-dispersed faculty and administrative leaders. Served as Lead Interviewer of National Search Committees; chaired Writing Across the Curriculum programs.

(Senior Professor continued)

- Impacted student learning, success, and persistence, receiving outstanding student and dean evaluations based on teamwork, communications, accountability, integrity, employee and student focus, and performance objectives.
- Implemented **technologies in LMS platforms, developing curriculum and designing and managing new online, blended, and on-site courses**. Wrote national curriculum guides. Edited and critiqued textbooks for publishers.
- Bolstered effectiveness of **national assessment programs** and evaluation of undergraduate and graduate placement exams by providing valuable input and insight, and led **product development** for university initiatives.
- Developed and presented training programs for college faculty and staff, training implementation of Web 2.0 computer applications and facilitating online and on-site **Teaching Excellence Course**.
- Served as **Chairperson of Communications Committee**, establishing, assessing, and modifying goals, objectives, and curriculum for communications sequence.
- Identified needs and developed solutions and strategies, generating consistent, positive results.
- Supported **culture of collaboration and mentorship**, supervising and mentoring all adjunct and new faculty members, serving as liaison between faculty and Career Services Office, and coordinating departments, ultimately strengthening positive working relationships.
- Guaranteed information distributed was current, accurate, and consistent by conducting meetings, negotiating standards and practices of course content and procedures, and exhibiting strong organizational skills and high attention to detail.

PUBLICATIONS / PRESENTATIONS / PROFESSIONAL AFFILIATIONS

- Co-Author: Wolff, F. and Kalna, L.; *The Write Direction*; Boston: Pearson; 2010
- Author: Freelance magazine writer; wrote 50+ articles for internal publications dealing with oral, written, and interpersonal communication skills as well as career development
- Presenter: 10+ professional presentations for Association for Business Communication, as well as 80+ training programs
- Speaker: 20+ keynote addresses for various organizations
- Active member of Association for Business Communication, Society for Technical Communications, American Society for Professional Training and Development

EDUCATION

- **Master of Science (MS)**, School of Applied Behavioral Sciences and Educational Leadership, Ohio University, Athens, OH, Graduated *Summa cum laude*
Additional 18 graduate semester hours in **Managerial Communications**, Bellevue University, Bellevue, NE
- **Bachelor of Science (BS)**, Education and Business Psychology, Ohio University, Athens, OH, Graduated *Summa cum laude*