

**Carolle Roy**  
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## **Education**

<b>Doctorat in Educational Technology</b> Université Laval	(present)
<b>Postgraduate studies in Information Technologies and Learning Environments</b> Université du Québec – TÉLUQ	2009
<b>Development of Multimedia Distance Education Training</b> Université du Québec – TÉLUQ Courses at the Master's level: <ul style="list-style-type: none"><li>• <i>Multimedia Learning Environments</i></li><li>• <i>Instructional Design of Online Learning Environments</i></li><li>• <i>Telematics Communication and Collaboration</i></li><li>• <i>Project Management in Information Technologies</i></li></ul>	2004
<b>Certificate in Marketing</b> Université de Montréal, Quebec	1996- not finish
<b>Doctorate in Sociology (Ph.D.)</b> ABD – all but dissertation Université du Québec à Montréal, Quebec	1991-1993
<b>Master of Science (M. Sc.) in Sociology</b> Université de Montréal, Quebec	1986

## **Computer Skills**

- File Maker Pro, Windows XP Professional, Microsoft Office, Microsoft Project, Visio
- Dreamweaver MX, Macromedia Contribute 3, Photoshop CS,
- Bridgit, Connect Now, VIA, Vyew, Dropbox, Hot Potatoes,
- CMS (Joomla, RVsitebuilder, WordPress)

## **Languages**

- French and English

## **Work Experience**

### **Instructional designer of Internet courses**

2007-Present

Internet Communications Services  
Université de Saint-Boniface (USB), Manitoba

- Project manager for the development of Internet courses
- Advises faculties on implementation strategies for e-learning
- Assists professors with the integration of information technology in their courses and designing of online courses

### **Webmaster**

1998-2007

Internet Communications Services  
Collège universitaire de Saint-Boniface (CUSB) now Université de Saint-Boniface, Manitoba

#### Management

- Management of the annual budget
- Personnel management and supervision of a technical team
- Coordination of SCI activities
- Annual reports

#### Official CUSB websites and other websites

- Implementation of the Internet Communications Services in 1998
- Coordination and standardization of the activities and pages of the official CUSB website
- Design and coordination of training sessions for website users
- Management of various tools and modes of operation (interesting links, search engines, online discussion forums)
- Development of policies and rules regarding the use of Internet tools
- Advises the CUSB about its obligations regarding copyrights

#### Development and implementation of Internet courses

- Instructional designer of Internet courses
- Project manager for the development of Internet courses
- Advises faculties on implementation strategies for e-learning
- Assists professors with the integration of information technology in their courses and designing of online courses

#### Management of videoconferencing services

- Implementation of the videoconferencing services
- Management of the videoconferencing services

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**Administrative Assistant**, in charge of Training and Advertising  
L'Heure manger inc., Montréal, Quebec 1993-1996

- Supervised maintenance work and shelf presentation
- Processed computerized daily bookkeeping
- In charge of training of new employees and continuous employee training in affiliated stores
- Developed and designed the weekly information and advertising pages
- Managed the advertising budget and the purchase of promotion-related articles and services

**President and Director** 1987-1989  
Chez-soi, agence de services à domicile Inc, Montréal, Quebec

- Development and start up of a homecare services agency
- Development of the agency's mission statement and values
- In charge of administrative management, training of personnel, and quality of services

### **Volunteer Work**

- Consultant and designer of the Field Hockey Manitoba website, 2003
- Consultant for the *MuzikBarock Ensemble* website project, 2003
- Consultant and designer of the North End Women's Centre Inc. website, 2005
- Consultant and designer of Réseau action femmes website, 2007-2008
- Consultant and designer of the Association of Translators, Terminologists and Interpreters of Manitoba website, 2008

### **Education Related Experience**

**Substitute Professor** Fall of 1991, 1992, 1997,  
Collège universitaire de Saint-Boniface, Manitoba Winter 1998

- Taught sociology courses (*Sociology of the Family; Women, Men and Society; Introduction to Sociology; Research Methodology; Selected Sociological Issues; Theories of Sociology I; Psychosociology*)
- Advised and mentored students during their studies
- Graded students' papers and provided feedback on their ability to assimilate theory and apply it in concrete, real-life situations

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**Research Assistant**

1992-1993

Université du Québec à Montréal, Quebec

- Conducted research on procreation technology, biomedical ethics, media and democracy, directed by Louise Vandelac, professor of the Department of Sociology
- Text and data information analysis
- Performed complex analyses and submitted weekly written reports

**CEGEP Professor**

Winter 1993

Collège de l'Assomption (Quebec)

- Taught courses pertaining to topics in the areas of sociology and sciences
- Planning and organization of courseload

**Research Assistant**

1983-1987

Juteau-Laurin Research Project, Université de Montréal, Quebec

- Conducted research on socio-historical analysis of female religious orders in Quebec between 1901 and 1971
- Gathered and organized information collected from various documentary sources and archives
- Delegated tasks to co-workers to ensure maximum efficiency and attainment of objectives
- Supervised various files related to the research project

**Teaching Assistant**

1984

Université de Montréal, Quebec

- Course taught: *Analysis of Variables I*

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## **Memberships and Associations**

- President of the Canadian Association of Instructional Designer (CAID), 2011-present
- President of Réseau d'enseignement francophone à distance (REFAD), 2014-present
- President of the Manitoba Association for Distributed Learning and Training (MADLaT), 2010-2012
- Member of the organizing committee of the 2008 to 2012 MADLaT Conference
- Member of the organizing committee of the 2007 CADE/AMTEC International Conference
- Member of the executive committee of Réseau Action Femmes, 2001-2003
- CUSB representative on the mediatization working group of the "*Consortium national de formation en santé*" (CNFS), since 2001
- CUSB representative on the French section of the E-Kit national project, 2002 - 2004

## **References**

Available upon request.