

**Sandy Mills-Alford**

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**CEO, AliveTek, Inc.**

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## Summary

Sandy Mills-Alford is President and CEO of AliveTek, Inc., which provides premier eLearning services and specializes in pedagogically effective delivery models via custom content development. As a Florida certified K-12 teacher, Educational Technology college instructor, and author of many educational technology research papers and projects, she has over 20 years of experience designing and developing K-20 curriculum as well as building corporate e-learning environments. Sandy and her AliveTek team build, on average, 30 online courses each year for a diverse and sophisticated client base. As the creative inventor of CourseCity.com, Ms. Mills-Alford excels at bringing teams together to create new and innovative learning technologies and opportunities.

## Education

- **M.Ed.**, Curriculum and Instruction/Instructional Technology, University of South Florida, 1997
- **B.S.**, Education/Psychology, Central Michigan University, 1987

## Relevant Experience

### **2001 - Present**

#### **AliveTek, Inc., Chief Executive Officer**

Responsible for overall business operations in providing enterprise environments, eLearning solutions and thought leadership for customized educational and marketing multimedia. Organizational team leader for all projects and programs and in charge of all customer relations. Chiefly responsible for company fund raising, advertising and fiscal distributions through collaborative resolution with executive team and key stakeholders.

As a trusted consultant to many large and mid-size organizations, responsibilities also include creating budgets for implementing new technologies as well as retrofitting established eLearning environments, creating resource models and managing technology implementation teams, systematically designing consultative

reports on technology adoptions based on organizational goals and requirements, and matching appropriate vendors with organizational goals.

Enjoys opportunities for public speaking, keynote engagements and facilitating roundtables at industry events.

**CourseCity.com**, Principal

Created new e-commerce portal for offering facilitated courses for personal enrichment and professional development, wrote business model and directed design and implementation team. Currently involved as principal investor and business development strategist as well as course author and facilitator.

**1999 - 2001**

**WEBCT Lynnfield,**

**Knowledge Management**, Educational Programs

Participated in strategic planning for product development and sales efforts. Worked closely with vendor partners, publishers and third-party developers to target development goals to support technology adoption and strengthen relationships.

Led teams in the creation and implementation of certification programs in online teaching and learning, including writing documentation such as the *WebCT Knowledge Test*, *WebCT Competencies for Online Facilitation and Course Design*, *WebCT Certification Handbook*, and the *Certified Trainer's Community*. Supervised and trained champions responsible for delivering certification and other professional development offerings.

Other responsibilities included providing thought leadership for the collaborative development of materials, demo courses, and the overall knowledge base for Sales and Services communication and systems. Impacted individuals at over 250 universities and institutions around the world with pedagogically focused programs and with master trainer facilitation, as well as state-of-the-art conference presentations.

**Educational Services**, Training Manager

Conducted, organized, planned, and developed training for higher education, corporations, internal employees and third party vendors. Provided fiscally responsible leadership that greatly exceeded company expectations. Hired and supervised quality WebCT trainers and contract trainers, and benefited from 100%

retention rate of employees who traveled over 70% and operated at 95-105% capacity.

Involved in all aspects of the certification programs and provided leadership for all educational programs, corporate conventions and regional conferences. Other responsibilities included collaborative planning for product development cycles and software feature enhancements, company policies and overall quality improvement of educational and technical materials.

Conducted, organized, planned, and developed sales-driven consultative training events for higher education, corporations, internal employees and third party vendors.

**1997 – 2000**

**Saint Petersburg College**, Director of Online Programs and Faculty

Supervised and coordinated development of online courses and distance learning programs. Implemented college-wide use of web-based platform through innovative programs and professional development opportunities for faculty and staff. Created programs for help desk support for students, faculty and internal technology needs.

Participated in the WebCT Advisory Board to help guide product development.

Faculty support and systems to improve the overall quality of the university's distance learning programs. Administered, purchased and maintained the systems responsible for the WebCT server, the Instructional Technology server, and the Seminole Campus web server. Created and implemented training programs for distance learning, instructional design, and other related technologies for college-wide professional development. Assisted in the writing and implementation of a \$5 million FIPSI grant, Project Eagle.

**1997 – 2008**

Instructor in the Education and Digital Media program

Designed and facilitated online courses in Educational Technology, Internet Orientation, Visual Design, and Web Page Creation.

**1997 – 1998**

**Hillsborough Community College**, Instructional Designer

Coordinated video, audio, print and web-based instructional materials. Created and organized supplemental materials for telecourses and collaborated with instructors and administration in the design of distance learning courses.

**1996**

**Dataflex, Inc.**, Software Trainer

Implemented training modules for word processing software, designed extensive training modules for multimedia software and executed troubleshooting and maintenance training.

**1987 – 1997**

**Pinellas County Schools**, Intervention Specialist and Teacher

Designed individualized instruction for students grades 6-12, provided instruction in all academic areas, curriculum chairperson, delivered training to faculty on technology and behavior management, and created vocational education learning center. Additional responsibilities included Volleyball and Track Coach, Drug-free Club, and involvement with Curriculum, Environment, Technology, Quality and Multicultural committees.

## Additional Qualifications and Affiliations

- Chair, Digital Media Advisory Committee, St. Petersburg College
- Pinellas County Economic Development Council
- Board of Directors, Quincy Technologies
- Board of Directors, Decade Consulting
- Certified WebCT Master Trainer, WebCT/Blackboard
- Rotary International, American Society for Training and Development (ASTD), The eLearning Guild, American Association for Computer Education (AACE) and Tampa Bay Technology Forum