

# Miriam Janecek

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## Core Characteristics

**Passion:** Passionate about research-based work, effective adult learning, and collaborative, supportive teamwork

**Curiosity:** Curiosity-fueled research and knowledge gathering to support personal, team, and company growth

**Innovation:** Innovative thinker asking endless questions to learn, impact, and support change

## Career Experience

### Minnesota Department of Education | February 2020 to Present

#### *Technical Communications and Public Engagement, Ed-Fi Technology Implementation Team*

Core member of cross-agency team achieving statewide Ed-Fi technology implementation.

Uses research and question-asking skills to learn about complex software, data storage, and data management concepts from subject matter experts to then translate for customer base.

Develops technical implementation curriculum, training experiences, and learning resources for 2,000-person diverse, statewide adult learner audience.

Uses adult learning frameworks to optimize customer engagement opportunities, including creating actionable, assessable learning content.

Approaches audience learning needs from a multifaceted storytelling perspective, using graphic design, program area expertise, data evaluation, and audience surveys to align training resources with human-centric learning needs.

Acts and responds quickly to ensure work aligns with audience feedback, collaborator input, and agency objectives.

Ensures day-to-day work details build an effective structure of training materials, curriculum timelines, and year-over-year program growth to meet agency needs as well as needs of Minnesota's 550 public school districts.

Uses Canvas learning management system to streamline training experiences for public review committees.

Develops curriculum library of technical documentation, training materials, and graphic designs to support novice audience in becoming expert Ed-Fi API, ODS, and open-source data standard users, data security and data mart users.

Creates technology training curriculum to meet audience learning objectives, accessibility needs, and agency strategic growth using cross-agency program collaboration.

Develops learning content for technical documentation toolkits, webinars, training videos, public webpages, infographics, and learning management system software.

Collaborates with program areas, government relations, agency leadership, information technology colleagues, and external contractors to deliver actionable, assessable curriculum experiences.

Evaluates learning curriculum materials, using implementation data, audience surveys, and internal stakeholder feedback to improve training resources.

Expands agency style guide implementation, WCAG 2.0/accessibility alignment, and technical accuracy expectations.

Participates in data governance to research, discuss, and implement agency data best practices.

Performs data analysis work with agency's Ancestry and Ethnic Origin data set, ensuring validity and usability for purposes of public state reporting.

## University of Iowa | August 2012 to May 2019

### *Instructor of Record, Writing Tutor*

Member of Curriculum and Instruction team to implement and evaluate adult learner best practices across general education literature course offerings.

Collaborated on development of high-quality coursework that aligned with department learning objectives and university curriculum needs.

Developed and taught writing-, technical writing-, and analysis-focused courses for the English Department course catalogue offerings, basing curriculum and instruction content on my professional research.

Trained in adult learner principles, including effective assessment and evaluation (Kirkpatrick Model).

Created and taught online coursework, implementing virtual adult learning best practices to ensure teaching videos, online assessments, and virtual coursework requirements met learning and outcome objectives.

Worked with undergraduate and advanced graduate writers in tutoring and editing capacity.

Managed in-person and virtual classrooms using learning management software.

## Obermann Center for Advanced Studies | August 2014 to May 2016

### *Public Engagement and Communications Assistant*

Created graphic designs, posters, infographics, digital flyers, Wordpress sites, and web content to advertise and promote Center's engagement offerings.

Used Adobe Creative Suite to create digital and traditional marketing communications, including print, website, email, mobile, and social media promotional materials.

Collaborated with university departments to effectively target potential stakeholders for public engagement opportunities.

## Education and Skills

### University of Iowa

PhD, English: 2019

Bachelor's, English: 2010

### Page Institute | 2020-21

#### *Inclusion, Diversity, Equity, and Accessibility Leadership (IDEAL) Training*

Intensive training to support diversity, promote inclusion, increase access, and achieve equity in educational systems.

Participated in anti-bias and assumption training, as well as trained in group discussion and facilitation techniques.

## Software

### *Graphic Design*

Illustrator

Photoshop

InDesign

Colour Contrast

Analyzer

### *Documentation*

Adobe Acrobat

CommonLook

Microsoft Word

PowerPoint

Excel

### *Web Content*

Oracle

Wordpress

Drupal

### *Learning and Training*

Adobe Captivate

WebEx

Microsoft Teams

Microsoft Stream

Zoom

Canvas

## Training

WCAG 2.0 and PDF remediation (Minnesota Department of Education)

Survey development (Minnesota Department of Education)

Effective assessment strategies (Minnesota Department of Education; University of Iowa)