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# Jill Greenbaum, Ed.D.

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40 Cragmere Road, Airmont NY 10901  
(C) 1.201.294.1828 (E) jill@majorinyou.com

## Professional Profile

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Dynamic, performance driven, instructional designer, Extensive experience in working with subject matter experts to design, develop, and deliver curricula for learner-centered, results-oriented professional development. Demonstrated capabilities in task and document analyses, and application of Principles of Adult Learning and Accelerated Learning methods. Enthusiastic, organized and self-directed professional expert in the creation of effective, efficient and engaging learning/training materials.

## Core Qualifications

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- Expertise in curriculum design, development and delivery
- Use of research, document analysis and interviewing to develop curricula
- Experience redesigning programs to meet state and federal standards
- Outstanding staff developer
- Extensive experience with multicultural populations
- Proficient in integrating Accelerated Learning methods into all curricula and training materials
- Enthusiasm for project work in diverse settings
- Excellent written, verbal and interpersonal skills
- Strong collaborator yet independent worker

## Achievements

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### *Staff Development*

- Designed, developed and delivered interactive curricula/training programs for professors, teachers, and youth workers.

### *Learner-Centered Curriculum Design and Development*

- Created curricula for students in public, private/non-profit, and state government/residential, educational settings based on task, problem, and learner analyses, research, and interviews.
- Experiences with diverse staff and students: Work in public, private/non-profit, and state government/residential, education settings
- Redesigned existing educational programs to become curricula that met federal and state education standards.

### *Interactive Learning and Materials Development*

- Introduced Accelerated Learning methods to increase learner's hands-on/active participation create an engaging educational experience.

### *Process Improvement*

- Initiated use of new curriculum design, development, and communication tool.

## Relevant Professional Experience

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01/2001 - 01/2011

**Pinelands Residential Group Home, State of New Jersey** Trenton, NJ

### **Education Consultant, Curriculum Developer and Trainer for Staff and Residents**

- Curriculum developer and trainer for staff: (Topics) Using Positive Psychology with Residents; Diversity-Understanding Differences & Similarities; Learning Disabilities.

- Curriculum developer and trainer for residents: (Topics) Using Positive Psychology in Our Everyday Lives; Diversity-Understanding Ourselves and Others; Learning Disabilities.

01/2001 - 01/2011

**Operation Enterprise, American Management Association NY, NY**

**Instructional Designer & Speaker**

- Designed and delivered training program for Operation Enterprise staff.
- Developed curricula and presented at summer leaderships programs for both high school and college aged students - Trainer for high school students in the areas of: Leadership, Communication, Strategic Planning, and Writing.
- Presented at local, regional and national conferences of high school adviser and students in areas of college search and selection, leadership, strategic planning communication, presentation skills.

01/2007 - 01/2008

**PAST Foundation Columbus, OH**

**Curriculum Developer**

- Curriculum specialist linking existing Garbology content with Ohio State Education Standards at the high school level.
- Curriculum developer transforming lecture material and informal lessons from Forensics in the Classroom Program into a curriculum consistent with Federal and Ohio State Education Standards at the high school level.

01/2007 - 01/2007

**Bank Street College of Education New York, NY**

**Staff Developer for Liberty LEADS**

- Creator and trainer of training programs in the following areas: “Creating Curricula that Fit!” (curriculum design), “Coaching for Performance Improvement Using Clinical Supervision” for supervisors, and “Designing the Adjuncts' Training Program” for core program staff.

01/2002 - 01/2007

**Fashion Institute of Technology, CUNY New York, NY**

**Staff Developer**

- Creator and trainer of workshops for annual retreat for students with learning and program staff: “Discovering and Applying Your Signature Strengths to School and to Life”; “What do we need to do, to do our best work?”; “Understanding Ourselves-Our Strengths & Challenges” 2002-2007.
- Creator and trainer of course for professors and staff on “Learning Disabilities and the College Age Student” 2006.
- Creator and trainer of training sessions for professors and staff on “Diversity”.

01/1983 - 01/2006

New York, NY

**Adjunct Professor**

Bank Street College of Education, New York, NY, 2006

Graduate course: Child Development

St. John's University, Staten Island, NY, 1984 & 1987

Graduate Course: Psychology and Education of Exceptional Children

Kingsborough College, CUNY, Brooklyn, NY, 1983

Undergraduate Course: Supervision of Student Teachers

01/2001 - 01/2002

**Bank Street College of Education** New York, NY

**Staff Developer, I-LEAD**

- Teacher Educator/staff developer for new and experienced teachers in four Catholic schools in New York City.

01/2000 - 01/2000

**Office of Harassment Compliance, Rutgers University** New Brunswick, NJ

**Curriculum Developer and Trainer**

- Creator and trainer of curriculum and trainer's guide for campus-wide initiative re: sexual harassment, "Toward a More Inclusive Campus".

01/1996 - 01/1998

**Englewood, NJ Public School District** Englewood, NJ

**Staff Developer**

- Creator and trainer of "Nurturing a Responsive School Environment" which addressed diversity issues.
- Creator and trainer of three staff development workshops: Brain-Compatible Learning, Multisensory Learning and Multiple Intelligences.

01/1985 - 01/1987

**Council's Center for Problems of the Living** New York, NY

**Director, Children's Day Treatment Program**

- Director of program addressing needs of 3-5 year old children with developmental disabilities, and their families.
- Staff developer re: child development and teaching methodologies.
- Collaborative work with clinical staff serving children and parents.

01/1983 - 01/1984

**Lorge School** New York , NY

**Principal**

- Collaborated with faculty to develop school wide receptive learning environment for special needs students.
- Supported teachers in modification of the general education curriculum for special-needs students based upon a variety of instructional techniques and technologies.
- Established and enforced rules for behavior and procedures for maintaining order among elementary school students with special needs.
- Designed and delivered staff development programs for teachers.

01/1980 - 01/1981

**Archway School** New York, NY

**Teacher**

- Created and taught learner-centered hands-on curriculum to promote student interest and receptive learning.

- Planned, implemented, monitored, and assessed a classroom instructional program which was consistent with students' Individualized Education Plans.
- Developed team teaching approach with assistant teacher to promote his professional development.

01/1979 - 01/1980

**NYC Board of Education** New York, NY

**Teacher**

- Developed differentiated learning to meet academic, intellectual, and social needs of students (with special education needs).
- Integrated Accelerated Learning methods and collaborative techniques to encourage student learning and build community within the classroom.
- Designed lesson plans to increase students' concentration, participation, and progress in student accountability.

**Education and Training**

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1983

**Teachers College, Columbia University**, New York, NY, USA

Curriculum Development

**Doctorate in Education**

Specialization: Urban Education

1980

**Bank Street College of Education**, New York, NY, USA

Special Education

**Master of Science**

Specialization in Bilingual Education

1978

**Clark University**, Worcester, MA, USA

Psychology and Education

**Bachelor of Science**

Double major in psychology and education, with a minor in philosophy  
Graduate with teacher certificates in N-6 and Special Education

**Publications**

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**Coaching Program and Curricula**

- Jumpstart Your College Search, (high school level), [www.MajorInYou.com](http://www.MajorInYou.com), 2010
- Leap into Your Future! (high school level), [www.MajorInYou.com](http://www.MajorInYou.com), 2005

**Curricula**

- Creating Curricula that Fit!, 2007
- Presenting Your Professional Self, 2005

- Creating Powerful Presentations, 2002
- Dimensions of Leadership, 2002
- Capturing Learners' Attention: Using Accelerated Learning in Training Delivery , 2002
- ACE Training Design: Accelerated Learning, Creative Design, Effective Results , 1999
- Instructional design: You can do it!, 1999

#### **Curricula for Teleclasses**

- 6 Weeks to Superior Lessons!, 2005
- Ready, Set, Design! Design Your Dream Course in 90 Days, 2005

#### **Articles and Booklets**

- Fun - You gotta have it! [www.coachingtoys.com](http://www.coachingtoys.com), 2005
- 101+ Tips for Delivering Awesome Presentations, ebooklet, [www.takeastep.us/resources](http://www.takeastep.us/resources), 2004
- The Fantastic Voyage of Facilitation, ebooklet, [www.takeastep.us/resources](http://www.takeastep.us/resources), 2004
- “Shifting to Accelerated Learning” HR Focus, American Management Association, International. February, S5-6, 2001

#### **Professional Activities/Conference Presentations**

- “Craft Your Life” Balance Session presented at the 2004 International Coach Federation Conference held in Quebec City, Quebec
- “Accelerated Learning: Capturing the Essence of Universal Design through Curriculum Development (Designing with Learners in Mind)” presented at 2001, Theories & Applications of Universal Design: Integrating Differences, Fashion Institute of Technology, New York, NY
- “The Interdisciplinary Bridge Between Educators & Archaeology” presented at the 2001 Conference on Historical and Underwater Archaeology, The Society for Historical Archaeology, Long Beach, CA
- “Multiple Intelligences and the Teaching/Learning Process” presented at the 2000 NYSTESOL, New York City Regional Conference, Fashion Institute of Technology, New York, NY
- “Accelerated Learning: Turning Ho-Hum into Wow!” Presented at the 1999
- IACET Conference, Ft. Lauderdale, Florida
- “Celebrating Diversity” presented at the 1999 Suffern Middle School Diversity Day, Suffern, NY

#### **Public Speaking Engagements upon request**

### **Community Involvement**

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A Hand Up Coaching, 2003- Present

- Board of Directors
- Curriculum Developer
- Volunteer Coach

Clearwater, 2001-Present

- Chair of Volunteer for Clearwater Festival
- Volunteer Co-Coordinator for Membership Action
- General Volunteer

Team in Training, 2006-2010

- Volunteer Fundraiser
- Coach to Walk Team
- Mentor for Walk Team'