



**DV**

**DANIEL VOS**

**MICROSOFT OFFICE & WEB DESIGN – ADJUNCT INSTRUCTOR**

## **OBJECTIVE**

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Equip career-minded learners with the knowledge, skills, and confidence they need to meet market demand for technical skills in Microsoft Office, web design, and related technologies.

## **SKILLS**

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Microsoft Office  
Blackboard Learn  
Blackboard Collaborate  
WordPress  
Web Design  
HTML/CSS/JavaScript  
Instructional Design  
Leadership  
Teaching

## **EXPERIENCE**

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### **INSTRUCTOR • AMERICAN NATIONAL UNIVERSITY • 2012 – PRESENT**

Teaching online courses in Microsoft Office and web design.

### **WEB DEVELOPER • IX PUBLISHING • 2012 - PRESENT**

Managing client projects to ensure that they meet quality specifications and are completed on-time and within budget.

### **INSTRUCTIONAL DESIGNER • NATIONAL COLLEGE • 2010 - 2012**

Developing online courses in conjunction with subject matter experts in accounting, business management, information technology, and more.

### **ACADEMIC COORDINATOR • NATIONAL COLLEGE • 2008-2010**

Processing student applications, program change requests, and graduation requests; coaching new hires on business processes; documenting standard operating procedures.

### **HIGH SCHOOL TEACHER • FAITH CHRISTIAN SCHOOL • 2004-2008**

Teaching Latin, classical Greek, and social studies.

## **EDUCATION**

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### **B.A. • 2004 • WASHINGTON AND LEE UNIVERSITY, LEXINGTON, VA**

Activities and Societies: Phi Beta Kappa academic honor society, Omicron Delta Kappa leadership honor society, Nabors Service League

## **CERTIFICATIONS**

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**Microsoft Office Specialist** – Word 2013, PowerPoint 2013, Excel 2013, Access 2013, Outlook 2013