

**Tanem Coskun, M.Ed., M.S.**  
(904) 930-6824  
[itanem@outlook.com](mailto:itanem@outlook.com) | <https://tanemdesigns.com/>  
<https://www.linkedin.com/in/tanem-coskun/>

## **SUMMARY OF QUALIFICATIONS**

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- Developed skills needed to explore distance education from a theoretical and practical standpoint.
- Provided support with the use of the Canvas Learning Management System for instructional use.
- Contribute instructional design principles in the development of instructive courses.
- Coordinated the development of instructional media and instructional materials.
- Pre-reviewed online courses in preparation for the Quality Matters review.
- Conducted research to stay up to date on instructional design practices.
- Utilized contribution for distance and in-person teaching capabilities.

## **EDUCATION**

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**Master of Education** | University of North Florida | Jacksonville, Florida

Major: **Educational Leadership**

*December 2021*

Concentration: **Educational Technology, Training & Development**

**Master of Science** | University of North Florida | Jacksonville, Florida

Major: **Higher Education Administration**

*December 2021*

Concentration: **Student Affairs**

**Bachelor of Arts** | University of North Florida | Jacksonville, Florida

Major: **Interdisciplinary Studies**

*August 2017*

Concentration: **Early Childhood Education**

Minor: **Psychology**

## **EXPERIENCE**

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**Instructional Design Assistant** | University of North Florida | Jacksonville, Florida

*October 2022 – Present*

- Provided feedback to the instructional designers about potentially new instructional strategies.
- Ensured online courses met high quality standards via Quality Matters review processes.
- Attended consultations with the instructional designers and the subject matter experts.
- Redesigned courses to ensure learning for all students through accessibility needs.
- Assisted the instructional design team through online course development.
- Developed sandbox courses for various modalities.

**Academic Support Technician** | University of North Florida | Jacksonville, Florida

*August 2018 – October 2022*

- Trained faculty, staff, and students to obtain information needed to use the telepresence systems.
- Oversaw remote and in-person sessions with the use of Jabber Client, Cisco Webex, and Zoom.
- Ensured that all equipment is functioning properly through daily checks and troubleshooting.
- Recorded instructional lectures using Cisco Touch 10, Crestron, and Vaddio equipment.
- Attained interpersonal skills through telephone, email, and in-person collaborations.
- Physically installed and adjusted A/V components for video conferencing systems.
- Implemented research to provide problem-solving scenarios for hardware issues.
- Exercised skills needed to provide LMS support through Canvas Studio.
- Skilled in CMS web accessibility and website development.

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**Telepresence Classroom Technician** | University of North Florida | Jacksonville, Florida

*June 2018 – August 2018*

- Trained students through dry run sessions on how to connect remotely for live class lectures.
- Recorded educational lectures using Cisco Touch 10, Crestron, and Vaddio equipment.
- Managed troubleshooting for all Telepresence equipment through daily checks.
- Oversaw remote and in-person sessions with the use of Jabber Client.

**Teacher's Aide Substitute** | Childcare Careers | Jacksonville, Florida

*November 2016 – October 2017*

- Performed in a high-energy and fast-paced environment with enthusiasm among the students.
- Applied flexibility by quickly adapting to new environments through different site locations.
- Developed strong communication skills interacting with parents from diverse backgrounds.
- Assisted other teachers and reinforced instruction to ensure new student growth.
- Maintained a safe workplace by monitoring students' needs and concerns.
- Possessed expertise in rapport with the students and parents.

**FIELD EXPERIENCE**

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**Student Teacher: Kindergarten Social Studies** | Duval Charter School at Mandarin | Jacksonville, Florida

*January 2017 – April 2017*

- Developed and delivered lessons and assessments to meet students' strengths and needs.
- Implemented lesson plans for all academic areas based on Common Core curriculum.
- Motivated students with innovative lesson plans.

**Teacher Observer** | Mandarin High School | Jacksonville, Florida

*October 2014*

- Assessed students in teaching and learning activities.
- Gave feedback to students about their classwork.
- Observed student behaviors in the classroom.

**Teacher Observer** | Kernan Middle School | Jacksonville, Florida

*April 2014*

- Assessed students in teaching and learning activities.
- Evaluated, analyzed, and graded students' work.
- Observed student behaviors in the classroom.

**ADDITIONAL SKILLS**

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- Proficient in Microsoft Office 360 applications.
- Skilled in Adobe Creative Cloud applications.
- Advanced in Vegas Pro applications.
- Bilingual in English and Turkish.
- Obtained basic HTML/CSS.
- Knowledgeable in Instructional Design models, particularly:
  - The ADDIE model
  - Bloom's Taxonomy
  - The Dick and Carey model