



MARIA (KIT) FISHELL

Instructional Technology Specialist | Career Coach
Curriculum Developer | Adult Learning Educator

kitfishell@gmail.com

Holland, MI 49424

www.linkedin.com/kitfishell

www.kitfishell.info

PROFESSIONAL OVERVIEW

- Dedicated and innovative curriculum and training specialist with over 17 years of expertise in educating diverse learners.
- Accomplished educator with a Master's degree in Educational Technology from Michigan State University and a Bachelor's degree in Information and Computer Science from the Philippines.
- Passionate about seamlessly integrating educational technology, designing effective learning experiences, and delivering dynamic, engaging instruction
- Certified customer service specialist and lead career coach, driven to empower individuals in achieving their career aspirations while upholding unwavering ethical principles and fostering a collaborative learning environment.
- Recognized for creative and critical thinking, leadership, and the ability to provide top-notch customer service while delivering meaningful educational experiences.

SUMMARY OF SKILLS

Teaching and Training

- Develop and customize corporate and workforce training programs
- Design curricula and lessons for online, in-person, and hybrid learning
- Adapt instructional strategies to diverse learning needs
- Teach office applications, technology, employability skills, workforce development, and medical records management
- Conduct professional development on web conferencing, AI tools, digital literacy, and interactive learning
- Train career coaches to support adult learners in workforce transitions

Technology and Digital Skills

- Design and manage Learning Management Systems (LMS)
- Evaluate, test, and integrate relevant and sustainable AI tools to enhance teaching and learning
- Create multimedia content, graphics, and promotional materials
- Stay current on educational technologies and trends
- Use Microsoft Office Suite for instructional and administrative tasks
- Manage school websites and social media platforms

Career Coaching and Workforce Readiness

- Guide and facilitate adult learners in career transition and exploration, and workforce adaptability
- Provide training on employability skills and career path alignment
- Offer career workshops on self-assessment, goal setting, building professional brand, creative & critical thinking

Communication and Collaboration

- Develop engaging presentations and training materials
- Set clear learning objectives and translate complex concepts into real-world applications
- Work collaboratively with colleagues to achieve instructional goals
- Build strong relationships with students, staff, and business partners

Leadership and Administration

- Evaluate and recommend instructional materials and technology
- Lead curriculum planning, faculty management, and student engagement
- Reflect on needs assessments and performance evaluations to identify areas for improvement
- Manage multiple projects efficiently and mentor staff to meet department goals
- Initiated and currently lead a service that assists highly skilled immigrants in preparing foreign academic credentials for U.S. evaluation, ensuring alignment with the education system to facilitate further education, professional certification, and career opportunities.



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"This high level of competence makes Maria a valuable resource when planning our programs and services at M-TEC. Student feedback consistently ranks Maria in the excellent category for her classes and workshops that she teaches. We value her professionalism and dedication to her job."

– Ralph Swanson, Retired
Director, OAISD M-TEC

"I often brainstorm with Maria, because I know that she will find ways to increase both the efficiency and the effectiveness of a training solution by incorporating technology wherever possible and desirable. She is a pleasure to work with, as she is an excellent listener, thinker, and collaborator. She follows through on commitments and goes above and beyond any request. I continue to be impressed, even after many years."

– Patrice Ostradick, Retired
Performance Improvement
Consultant, OAISD M-TEC

"I have seen many examples of her talent in a leadership role as an instructor and have been impressed by her diligence. Besides being a pleasure to work with, Kit is a take-charge person who is able to present very creative ideas & communicate the benefits to her students. Kit has been very instrumental in curriculum development and the management of our M-TEC website where she demonstrates extraordinary skill in its design and function."

– Joni Rosema, Retired
Career Services Coordinator
OAISD M-TEC

EDUCATION

Educational Technology, Master of Arts | 2010 – 2013
College of Education, Michigan State University, Michigan
Cumulative GPA: 4.0

Info and Computer Science, Bachelor of Science | 1989 - 1993
University of the Cordilleras, Philippines
"CUM LAUDE"

Academic Achievements:

- International Honour Society, MSU Chapter Member
- Ten Outstanding Students of the Philippines, Finalist

WORK EXPERIENCE

Training and Curriculum Specialist | Lead Career Coach
OAISD Thompson M-TEC | 2002 - Present
Holland, Michigan

Mortgage Loan Delivery Specialist
Old Kent Mortgage Corporation | 1999 - 2000
Grand Rapids, Michigan

College Instructor | IT Program Chairman
Systems Technology Institute, Philippines | 1997 - 1998

College Instructor | Officer-in-Charge, Computer Science Dept.
University of the Cordilleras, Philippines | 1992 - 1997

CERTIFICATIONS

- Microsoft Office Specialist (MOS) MASTER in Access, PowerPoint, Word, Excel, and Outlook
- MS Office Master Instructor
- Certified In-Person and Online Facilitator, True Colors
- Global Standard IC3 Authorized Educator
- Certification, IC3 - Authorized Instructor
- Certified Customer Service Specialist (CSS)

Authorized Certification Test Administrator:

- Certiport, Electronic Technicians Association (ETA)
- Pearson Vue (PV) including online GED Testing
- Kryterion, and HiSET Testing