

David A. Troyer
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Objective: Pursuing a career as an instructor trainer

PROFESSIONAL PROFILE

- Top Secret Clearance
- Member of the American Society for Training and Development.
- Marine Corps Senior Instructor Certified
- Skilled at using the ADDIE systematic approach to instructional design
- Extensive knowledge using Microsoft Word, PowerPoint, Access and Excel

EXPERIENCE

Course Manager/Curriculum Developer: 9/2007 – Present

- Supervise and actively participate in the Corporals Course resident courseware development using mastery learning and Instructional System Development (ISD) models
- Supervise the progress of courseware development through the following key phases: prototype, storyboards, programmed lessons, technical review, pilot, and final quality review
- Conduct various QA reviews using approved checklists to guarantee completeness and quality of course design process as well as subcontractor performance of required tasks
- Responsible for reviewing course design at critical junctures to ensure that development process proceeds on time and on schedule
- Prepare criterion test items for inclusion in course question bank
- Monitor course instructor and student validations
- Conduct front end analyses for 10 training and education classes and rewrite course curriculum to meet operational and methodological needs
- Develop lesson objectives, test items, lesson plans, student handouts, practical applications and instructor planning and evaluation guides to support training requirements
- Develop comprehensive and performance evaluation strategies to evaluate training and educational objectives
- Perform all phases of the ADDIE approach to instructional design to rewrite lessons for the Sergeants, Career and Corporals Leadership Course
- Maintain and update the Instructional Management System for the Career Course to ensure all curriculum and evaluation data is available for six academies
- Design and supervised the initial implementation of computer-based training and simulations

Faculty Advisor/Instructor: 3/2007 – 9/2007

- Provided over 75 hours of platform instruction in 12 separate subjects
- Developed multimedia presentations utilizing adult teaching methodologies
- Supervised and evaluated over 250 staff noncommissioned officers in Law of Land Warfare, Administration, History, Guided Discussion, Unit Training Management, Public Speaking, Counseling, Proficiency and Conduct Marks, Award Recommendations, Professional Reading, Operational Risk Management, Combat Stress, Military Operations in Urban Terrain (MOUT), Military Operations Other Than War (MOOTW), Tactical Decision Games (TDG), Marine Corps Planning Process (MCP), Military Staff Writing
- Trained and mentored 50 mid level staff in leadership and communication styles

Academics Chief: 9/2006 – 3/2007

- Oversaw the training and evaluation of 40 academy instructors
- Supervised the administration, performance and security of 1,200 performance evaluations
- Conducted and supervised 18 course curriculum review boards for the Staff Noncommissioned Officers Academy, Quantico VA.
- Oversaw the implementation and instruction of all new curriculum, instructional methods and assessment strategies

Executive Assistant to the 3d MLG Commanding General: 10/2005 – 9/2006

- Reviewed all correspondence for format and grammatical accuracy and compliance with the Naval Correspondence Manual and the Commanding General's policies
- Advised subordinate offices on compliance with the Commanding General's policies and correspondence regulations

Faculty Advisor / Instructor: 1/2005 – 10/2005

- Provided over 100 hours of instruction and acted as subject matter expert for Law of Land Warfare, Administration, History, Public Speaking, Award Recommendations, Operational Risk Management, Combat Stress, Military Operations in Urban Terrain (MOUT), Military Operations Other Than War (MOOTW), Tactical Decision Games (TDG), Marine Corps Planning Process (MCP)
- Create multimedia presentations utilizing Microsoft Word and PowerPoint while incorporating adult teaching methodologies
- Supervised and evaluated over 400 staff noncommissioned officers
- Trained and mentored 70 staff noncommissioned officers

Operations Chief: 10/2002 – 1/2005

- Coordinated all training and professional development for academy staff
- Instructed over 400 students in non-lethal techniques, weapons, and future technologies
- Oversaw the design and accuracy of 45 course schedules
- Created and managed a database to integrate 4,400 students' counseling and evaluation records along with 150 staff training and professional development records

Engineer Course Programmer / Chief Instructor: 6/1999 – 10/2002

- Managed curriculum and testing for three separate engineer schools
- Oversaw the training and evaluation of 40 engineer instructors
- Developed media, lesson plans, student handouts and performance evaluations for the implementation of three pieces of engineer equipment
- Instructed over 350 inter-service engineer students which resulted in the accumulation of 400 platform hours and 2,800 student contact hours
- Served as development and implementation lead of new instructional and teaching methodologies for the Marine Corps Military Police, Nuclear Biological and Chemical, Motor Transport and Engineer School Houses

Canvassing Recruiter: 4/1996 – 6/1999

- Located, screened and enrolled perspective applicants for enlistment into the Marine Corps

EDUCATION**U.S. Marine Corps**

Marine Corps Recruiter School
Formal School Instructor Training Course
Inter-service Non-Lethal Individual Weapons Instructor Course
Curriculum Administrators Course

**University of Maryland
University College**

Bachelors of Arts in History

University of Illinois

Masters of Education
Curriculum, Technology and Education Reform

Liberty University

Pursuing a Doctorate of Education (June 2020)

- Oversaw the training and evaluation of 40 academy instructors
- Supervised the administration, performance and security of 1,200 performance evaluations
- Conducted and supervised 18 course curriculum review boards for the Staff Noncommissioned Officers Academy, Quantico VA.
- Oversaw the implementation and instruction of all new curriculum, instructional methods and assessment strategies
- Maintained and updated all student records in the following areas: in processing, prerequisites, scoring and academics, and MCTIMS uploading and achieving
- Evaluate student records to ensure course completion prerequisites are met
- Maintained all records for international students

Tennessee