

Shannon M. Poppe

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SUMMARY

A skilled trainer and consultant with over ten years of experience evaluating and analyzing work environments and designing programs and procedures to control, eliminate, and prevent injuries caused by ergonomic factors.

EDUCATION

Master of Science Degree, University of Nebraska-Lincoln
Major: Leadership Education; Specialization: Distance Education
Minor: Health Education
Bachelors of Arts Degree in English, Doane College, Crete, Nebraska

PROFESSIONAL EXPERIENCE

Ergonomics Trainer/Consultant, Desktop Ergonomics www.desktopergo.com

January 2006 - present

- Owner and sole proprietor of consulting company that provides ergonomics assessments for office workstations, employee and supervisor training, and product recommendations.
- Recommends appropriate engineering or work process modifications to prevent worker illness or injury.
- Develops and provides training sessions for employees, supervisors, and safety/wellness committee members, tailored to specific client needs.
- Partners with local furniture companies to provide the most effective equipment for an individual or workstation.
- Develops marketing material, maintains professional website, and coordinates promotional booth at local health fairs and tradeshow.

Training and Documentation Specialist, University of Nebraska

September 2009 - present

- Develops and designs end-user training materials, including both written and computer based, that demonstrates the functionality of systems.
- Coordinates communication efforts to target audiences affected by planned system implementations, enhancements, and upgrades.
- Provides training for secured, web-based collaboration tool for faculty and staff on four University of Nebraska and three Nebraska State College System campuses.
- Internal Wellness Committee.
- Internal Communications Team.

President, ASTD-Lincoln www.astdlincoln.org

January 2011 - present

- *Volunteer* position within a non-profit learning and workplace development organization, creating and maintaining collaborative relationships with training professionals.
- Provides leadership and guidance to the Board of Directors and membership.

Safety Specialist, Environmental Health and Safety (EHS) , University of Nebraska-Lincoln
December 1999 – September 2009

- Provided cost-effective workstation or work practice modifications through ergonomic assessments for UNL faculty and staff.
- Provided safety training to faculty and staff.
- Managed safety/wellness outreach programs, safety newsletter, email communications, and department website and internal communications.
- Wrote and edited internal and external safe operating procedures.
- Investigated worker compensation claims due to accidents.
- Performed detail-oriented safety audits at various campus locations.
- Provided area and personal noise monitoring, analysis of data.

Communications Coordinator, ACTON Ltd., Lincoln, Nebraska
November 1995 – December 1999

- Coordinated inter-company communications, in-house training, client visits, promotional product orders; created sales and marketing presentations, designed in-house computer application training; provided computer software support; and created/maintained job descriptions; and reviewed and assessed resumes/applications and new hire orientation.

Data Entry Operator, Chiropractic Associates P.C, Lincoln, Nebraska
September 1995 – November 1995

Office Assistant, Salisbury Farms, Inc., Lincoln, Nebraska
May 1995 – November 1995

Office Assistant, University of Nebraska-Lincoln Housing Department, Lincoln, Nebraska
May 1994 – May 1995

CERTIFICATES

- Certified Ergonomics Assessment Specialist (CEAS)
- OSHA Course 2250 – Principles of Ergonomics
- Lifestyle and Weight Management Specialist
- Certified Occupational Hearing Conservationist (COHC)
- National Educational Technology Standards for Teachers, Certificate of Completion
- Advanced Safety Certificate, National Safety Council

AFFILIATIONS

- American Society for Training and Development (ASTD) – Lincoln Chapter
 - 2011 President
 - 2011 Regional Conference Committee Co-Chair
 - 2010 President Elect
 - 2007-2009 Board of Directors, VP of Communications
 - 2006 Board of Directors, Director of Marketing
- Lincoln Young Professionals Group (YPG)

COMPUTER KNOWLEDGE

Microsoft Office 2010	Adobe InDesign	Adobe Acrobat	User Productivity Kit (UPK)
Lotus Notes	Adobe Photoshop	Snagit	SAP