

# Dinuk Dilshan Fonseka

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## Professional Summary

Dedicated IT professional with a Master's in Information Systems and over 5 years of experience in managing academic web platforms and institutional applications. Expert in Moodle LMS administration, including course configuration, user management, and technical support. Skilled in CMS-based website administration (WordPress), basic HTML/CSS, and data analytics tools like Power BI and Tableau to visualize learner engagement and drive continuous improvement in course delivery. A reliable, self-motivated professional with strong communication skills and a continuous learning mindset suited to an academic environment. Eager to learn new software and technologies to continuously innovate and meet evolving organizational needs.

## Work Experience

### Lecturer, Academic Coordinator cum LMS Administrator Oct 2024 - Present

*School of Computing, Benedict XVI Catholic International Institute of Higher Education  
Negombo, Sri Lanka*

- Deliver lectures and conduct practical sessions for undergraduate and certificate-level programs in Computing and IT.
- Administer and maintain the Moodle LMS, handling user roles, course setup, backups, and technical support.
- Design and develop interactive e-learning modules (SCORM, H5P, quizzes) for ODL and blended programs.
- Provide training and support for staff and students; develop SOPs, manuals, and user guides.
- Collaborate with faculty on instructional design to improve course delivery and engagement.
- Plan and implement LMS enhancements.
- Create LMS analytics dashboards using Power BI and Tableau to track engagement and performance.
- Coordinate and manage microcredential and short programs, including LMS and process setup.
- Manage the official BCI website (WordPress) and promote programs via social media platforms.
- Supervise final-year student research projects and support academic coordination and assessments.

### Visiting Lecturer in Information Technology Aug 2024-Dec 2024

*Sri Lanka Institute of Advanced Technological Education (SLIATE)  
Gampaha, Sri Lanka*

### Visiting Lecturer in Information Technology May 2022-Sep 2024

*Wayamba University of Sri Lanka  
Makandura(NWP), Sri Lanka*

## **Moodle LMS Administrator**

**Jun 2020-Sep 2024**

*ICT Center, Wayamba University of Sri Lanka  
Makandura(NWP), Sri Lanka*

- Moodle user & course management
- LMS UX/UI & interface maintenance & development
- Multimedia content development (Video and PDF)
- Conduct hands-on training (for non-technical users)
- Support for staff & students
- Develop online examination protocols using Moodle and exam coordination
- Coordinate online examinations
- Maintain data integrity
- Implemented activity analysis dashboards using Tableau to monitor system usage and identify trends in digital adoption across the university

## **Instructor in Information Technology**

**Oct 2018-Sep 2024**

*ICT Center, Wayamba University of Sri Lanka  
Makandura(NWP), Sri Lanka*

- Plan & conduct ICT practical sessions for undergraduates in 7 subjects
- Microsoft Excel basics to advance with VBA programming & Power Query
- Database management with Microsoft Access
- Examination supervision
- Student coordination

## **Education Qualifications**

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### **Master of Science in Information Systems**

**Jun 2020-Dec 2022**

*Sri Lanka Institute of Information Technology, Malabe, Sri Lanka*

### **OTHM Level 7 Diploma in Education Management & Leadership** *(following)*

*OTHM/Apex Ed*

### **Postgraduate Diploma in Information Systems**

**Nov 2018-Feb 2020**

*Sri Lanka Institute of Information Technology, Malabe, Sri Lanka*

### **Bachelor of Science in Agriculture**

**Jan 2014-Apr 2018**

*Wayamba University of Sri Lanka, Makandura(NWP), Sri Lanka*

## **Other Qualifications**

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### **Online Training Program on Data Visualization and Analytics with Power BI**

**Feb 2024**

*University of Moratuwa, Sri Lanka*

### **All about conducting on-line tests with Moodle**

**Dec 2023**

*Lanka Education and Research Network (LEARN)*

### **Build Your Skills as an Instructional Designer**

**Apr 2023**

*LinkedIn*

### **Articulate 360: Interactive Learning**

**Mar 2023**

*LinkedIn*

<b>Moodle Administration Essentials</b> <i>Lanka Education and Research Network (LEARN)</i>	<b>Feb 2023</b>
<b>Applied Python Programming with SQL &amp; UI Course</b> <i>Asia Pacific Institute of Business Analytics, Sri Lanka</i>	<b>Jan 2023</b>
<b>Certificate Course on Staff Development</b> <i>Wayamba University of Sri Lanka</i>	<b>Nov 2021</b>
<b>Google Data Analytics Professional Certificate</b> <i>Coursera</i>	<b>Jul 2021</b>

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## Projects

### LMS Activity Dashboard

This was developed to show the student and staff activities on the Learning Management System of FAPM, Wayamba University of Sri Lanka. Data were extracted from Moodle Log. From the visualizations, staff can identify the students' engagement in academic work.

Tools & Technology used: Microsoft Excel, Power Query, Microsoft Access, Tableau Public

<https://public.tableau.com/app/profile/dinuk.fonseka/vizzes>

### Lecturer Logsheets & Course Progress System

This system was developed to replace an inefficient, manual Excel and local-only MS Access process for tracking lecturer log sheets. It is now a full-stack web application that allows lecturers to submit daily logs 24/7, and enables administrators to monitor course progress in real-time, filter comprehensive reports, and generate official monthly PDF reports.

Tools & Technology used: Laravel (PHP), MySQL, Livewire, JavaScript, Tailwind CSS, AI-Assisted Development (Google Gemini)

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## Technical Skills

- **E-Learning Design** - Articulate 360 (Storyline, Rise), H5P, SCORM Packages, Instructional Design, Canva, Camtasia
- **LMS Administration** - Moodle (Advanced Admin, Course Creation, User Management, Analytics, Plugin development)
- **Data Analytics** - Power BI, Tableau, Google Data Analytics, Excel (Power Query, VBA)
- **Web** - WordPress, HTML/CSS, SQL, Python (Basic), Laravel(Basic)
- **Collaboration** - Zoom, Microsoft Teams, Google Workspace