

# Jessica Claire

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## Professional Summary

I am an adaptable Senior Instructional Designer offering 28 years of experience designing various learning materials and program plans (16 as a high school teacher and 12 as a Senior Instructional Designer, the last five of which have been in a dynamic corporate environment. Tracks and analyzes instructional programs, develops measures to identify performance strength, and coordinates production of training materials. Comfortable managing multiple tasks in deadline-driven, dynamic environment. Resourceful and innovative Instructional Designer with over 12 years of experience in e-learning and curriculum development for wide variety of cultural and professional backgrounds. Offering insightful analysis of content and design to create value-added learning programs that achieve desired business outcomes. Strong communication and interpersonal skills to build relationships with stakeholders and assess learning needs. Focused Instructional Designer aiming to leverage a skill for developing learning strategies to suit varied learning modalities. Eager to contribute value to the [Company] team through a proven history of effective employee training, professional development and implementation support. Talented Curriculum Coordinator effective at determining course plans, selecting curriculum and managing program implementation. Highly organized and thorough with a flexible mentality. Offering [Number] years' experience in the field. Dedicated Curriculum Coordinator well-versed in student and course data analysis to make effective decisions on future plans and materials. Proven history of implementing innovative plans for optimized learning and retention. History of improving course strength and modernizing instruction with a fresh and forward-thinking approach to education. Bringing understanding of traditional and contemporary approaches, instructional strategies and materials offerings.

## Accomplishments

- Documented and resolved [Issue] which led to [Results].
- Achieved [Result] by completing [Task] with accuracy and efficiency.
- Collaborated with team of [Number] in the development of [Project name].
- Achieved [Result] through effectively helping with [Task].

## Skills

- Organizational performance
- Learning strategies
- Industry best practices
- Implementation support
- Training program development
- Curriculum design
- Curriculum selection
- Progress tracking
- Student plans
- Course management
- Analytical and Critical Thinking
- Problem-Solving
- Dependability and Responsibility
- Collaboration
- Attention to Detail
- Excellent Communication
- Conflict Resolution

## Work History

- 06/2016 to Current

Senior Instructional Designer

Ceridian Corporation – New York, NY

  - Developed design documents and training plans utilizing effective instructional methods.
  - Developed thorough design documents and training plans utilizing effective instructional methods.
  - Converted course power points and outdated course material into interactive computer-based courses.
  - Selected and modified existing instructional materials and developed new instructional materials.
  - Collaborated with senior stakeholders and web design teams to develop courses based on adult learning principles.
  - Designed custom [Type] courses tailored to client needs by using reality-based scenarios, interactives and simulations.
  - Worked with subject matter experts to identify target audience's training needs.
  - Consulted with clients to define program development and instructional design needs.
  - Planned and initiated training outlines and online instruction modules by conducting task and learner analyses.
  - Developed course outlines, documentation and assessment strategies to maintain instructional design direction.
  - Conducted QA checks for all instructional media to verify instructionally sound content.
  - Identified resource needs to meet instructional design objectives for staff and independent contractors.
  - Generated course material and curricula based on student-centered learning.
  - Identified and corrected problems with current curricula and reduced technical issues.
  - Attended regular project team meetings to provide regular status updates on activities and identify any issues or challenges.
  - Created prototypes and storyboards for [Type] and [Type] courses, reducing course development hours [Number] %.
  - Used [Software] and [Software] to create custom graphics and unique visual elements.
  - Delivered coaching, training and mentoring to course developers and instructors to boost confidence and understanding of materials.
  - Redesigned, updated and revised existing courses to meet current academic standards.

07/2006 to 05/2016

AP English Teacher

Basis.Ed – Castle Hills, TX

- Prepared and implemented lesson plans covering required course topics.
- Administered assessments and standardized tests to evaluate student progress.
- Completed in-service and additional training to maintain professional growth.
- Cultivated relationships with parents for complete support network.

08/1999 to 05/2016

Senior Instructional Designer

Ceridian Corporation – Louisville, KY

- Developed thorough design documents and training plans utilizing effective instructional methods.
- Provided job analysis in line with instructional design principles for successful mentoring.
- Incorporated local and state educational policies and procedures into e-learning courses.
- Delivered coaching, training and mentoring to course developers and instructors to boost confidence and understanding of materials.

08/1993 to 05/1999

English and English as a Second Language Teacher

Phoenix Union High School District – City, STATE

- Developed overall yearly curriculum for teaching English-language learners based on school and national requirements.
- Delivered instruction in language arts encompassing reading, grammar, composition and literature, working with teachers in other subjects to integrate skills across curriculum.
- Identified students struggling with material and made arrangements to meet one-on-one during study hall or other time periods to provide additional instruction in one-on-one environment.
- Authored tests and quizzes to evaluate student learning and comprehension.

## Education

- 12/1999

Masters of Education: Instructional Design And Tehnology

Arizona State University - Tempe, AZ
- 05/1993

Secondary Education Teaching Credential: English

San Jose State University - San Jose, CA
- 08/1989

Bachelor of Arts: Liberal Studies

San Diego State University - San Diego, CA