

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

Professional Summary

Dedicated professional with experience in instructional design, post-secondary education, and training. Creating and implementing research and content, while meeting deadlines. Skilled in various software, facilitating, designing, developing, implementing, and evaluating various learning materials and instructional programs.

Skills

- Skills Summary
- E-learning
- Content analysis
- Content development
- Research and analytical skills
- Organization, time management, and problem-solving skills
- Graphic design
- ADDIE model
- Skilled presenter and facilitator
- Script writing
- Learning theories and principles
- SCORM packaging
- Training
- Instructional design and educational technology
- Management
- Attention to detail
- Developed Enabling (ELO) and Terminal (TLO) learning objectives
- TOOLS
- MS Office Suite
- Impression Learning Content
- Composica
- Atlassian JIRA Software
- HTML
- Adobe Photoshop Elements
- Adobe Captivate
- AIM LOM
- Audacity
- Flash
- Articulate 360
- Go Meeting
- Blue Jean
- Movie Maker
- SharePoint

Work History

Instructional Designer, 02/2020 to Current

Iconma, L.L.C. – Draper, UT

- Collaborate with peers to author a SOP for a Contract Line-Item Number (CLIN)
- Authored effective instructional integrity courseware reviews in response to customer requests
- Delivered effective form and function QA reviews of FIT/ITC conversion courses from the legacy courses
- Developed grouped, summarized, and populate behavioral indicators for technical competencies profile reports
- Updated descriptions, timelines, and requirements for Program of Instruction reports
- Developed a Training Needs Assessment for the VA's Loan Guaranty (LGY)
- Conducted curriculum reviews of VA's LGY legacy courses
- Consulted with a national nonprofit 501(c)(3) organization in assessing learning paths for their learners.

Instructional Designer, 09/2019 to 02/2020

Iconma, L.L.C. – Dundee, MI

- Collaborated with Naval Air Warfare Center Training Systems Division (NAWCTSD) in Job Task Analysis (JTA) and Training Task Analysis (TTA)
- Advised NAWCTSD in Learning Objective identification.

Instructional Designer, 01/2015 to 09/2019

Iconma, L.L.C. – East Rochester, NY

- Developed high-level and detailed storyboards, lesson plans, and trainee guides for instructor-led and blended training, applying the ADDIE model
- Collaborated with Subject Matter Experts (SMEs) and programmers to design and develop Level 2 and Level 3 Interactive Multimedia Instruction (IMI)
- Developed Job Performance Aids (JPAs)
- Entered information into Authoring Instructional Materials (AIM) Learning Object Module (LOM) databases
- Developed Interactive Courseware (ICW) and Computer-Aided Instruction (CAI) using Impression Learning Content software
- Developed content based on government-furnished information (GFI) and technical manuals, directly supporting Terminal Learning Objectives (TLOs) and Enabling Learning Objectives (ELOs)
- Worked collaboratively with instructional designers, team leads, graphic artists, programmers, and SMEs
- Designed custom e-learning courses tailored to client needs using reality-based scenarios, interactive simulations
- Worked closely with SMEs to develop scenarios to provide realistic context for learning objectives
- Partnered with clients and multifunctional teams to identify potential obstacles and generate solutions
- Developed simulation user guides and answer keys
- Developed media requests for graphic artists and developed tracking sheets for the media integrator
- Developed summative assessment packages including performance-based and content knowledge-based tests, and rubrics for instructor-led and blended training
- Designed and developed courseware and instructional material through the end-to-end process.

Instructional Designer, 12/2014 to 12/2015

Iconma, L.L.C. – Easton, PA

- Developed high-level and detailed storyboards for instructor-led and blended training, applying the ADDIE model
- Successfully designed Computer Based Training (CBT) for the Veterans Benefits Administration (VBA),
- Rating Veterans Service Representative (RVSR) course
- Successfully designed CBT course, Basic Acquisition 101, for the Defense Acquisition University (DAU)
- Selected to the VBA Decision Review Officer (DRO) curriculum development team
- Evaluated technical competencies, Knowledge, Skills, and Abilities (KSAs) for the RVSR course
- Authored VBA's assessments based on Section 508 requirements
- Assisted in formal Job Task Analysis (JTA) and curriculum development.

Education

Masters of Arts: Instructional Design

UNIVERSITY OF CENTRAL FLORIDA - Orlando, FL

Bachelor of Arts History: Military

FLORIDA INTERNATIONAL UNIVERSITY - Miami, FL

Retired Air Force Reserve Clearance - Secret