

JESSICA CLAIRE

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Summary

Instrumental and creative Instructional Designer offering 7 years' experience in technology integration and curriculum planning for various professions. Specialist in delivering assessment of information and design to develop value-added learning programs that accomplish business objectives. Personable leader in fostering relationships with stakeholders and gaining vital insights on educational needs. Expert in leading multiple teams while coordinating with subject matter professionals to drive effectiveness and achieve success.

Instructional Technology Specialist with talent for Design courses in a learning management system platform and using authoring tools. Strong knowledge of Instructional Design and training. Communicative and team-oriented with proficiency in Articulate, Captivate, Blackboard, Photoshop, Office 365, HTML and more.

Skills

- Implementation guidance
- Learning modalities
- Industry trends (Articulate, Captivate, Photoshop)
- Team member development
- Workforce efficiency
- Training program improvement
- Course material development
- Curriculum implementation
- Project organization (Planning and Coordination)
- Communications (Team Building)
- Problem resolution
- MS Office, Teams, Zoom, LMS (Blackboard)
- LMS (Course design, building , technology integration)

Experience

Curriculum and Instructional Designer, 09/2013 to 09/2020

Aarp – Brooklyn, NY

- Responsible for the design and development of course materials (created storyboards and developed online and blended courses).
- Conducts research and implements current trends in curriculum and Instructional design (Captivate to Blackboard integration, Articulate, Photoshop, Adobe Acrobat).
- Participate in recruitment and interview processes.
- Plan, organize, and facilitate instruction using effective and innovative methods, techniques and strategies in the process of teaching and the learning of adult learners and ensures the institution's learning objectives.
- Keep track of departmental projects, organize documents, submit reports, distribute tasks, budget, contracts and financial plan collaboration.
- Ensure regulatory procedures and company polices.
- Developed and improved curricula, course formats and lesson presentations for diverse topics.
- Built and updated evaluation and survey tools to monitor and improve effectiveness of courses.
- Conducted in-depth research to write, edit and produce professional training materials.
- Utilized knowledge of industry best practices to improve upon existing training methods.
- Demonstrated knowledge of varied learning modalities.
- Implemented employee training programs to improve performance and productivity.
- Performed site evaluations, customer surveys and team audits.
- Developed curriculum and learning materials to increase comprehension.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Collaborated with others to discuss new teaching opportunities.

Faculty Member, 09/2010 to 09/2020

Ana G. Mendez University – City, STATE

- Responsible for teaching courses in the Business Administration area.
- Plan, organize and teach in a manner that insures the achievement of the institution's learning objectives.
- Facilitates the learning experiences in compliance with the modules/course approved.
- Use effective and innovative methods, techniques and strategies in the process of teaching and the learning of the adult student.
- Clarified assignments and project expectations to help students satisfy learning objectives.
- Organized lesson plans and drafted syllabi to identify scope of course.
- Evaluated students through group projects and timed assessments.
- Satisfied administrative responsibilities through active usage of teacher portals and grading systems.
- Met with struggling students for tutoring sessions, effectively reducing class failure rates.
- Incorporated technology into lesson planning to engage students in classroom.
- Adapted methods of instruction and classroom materials to address individual student needs.
- Improved classroom teaching methods by observing fellow educators and learning new techniques.
- Used exams, quizzes and projects to assess how well students grasped learning material and concepts.
- Encouraged students to actively participate in class through positive reinforcement and engagement techniques.
- Identified valuable online resources to use in conjunction with lectures and coursework.
- Used multiple teaching styles, including constructivist to meet learning needs of each individual student.
- Participated in continuing development and training to bolster professional teaching skills.

Technology Trainer, 11/2007 to 09/2013

Orange County Library System – City, STATE

- Responsible for teaching courses in the (Computer Science) area.
- Plan, organize and teach in a manner that insures the achievement of the institution's learning objectives.
- Facilitates the learning experiences in compliance with the modules approved.
- Use effective and innovative methods, techniques and strategies in the process of teaching and the learning of the adult student.

Education and Training

Master of Science: Information Systems, 05/2001

Interamerican University of Puerto Rico - Puerto Rico

BBA: Business Administration And Management, 05/1997

Interamerican University of Puerto Rico - Puerto Rico

Bachelor of Arts: Management Information Systems, 05/1997

Interamerican University of Puerto Rico - Puerto Rico

Certifications

- Certificate in Database Management & Technology,
- Advanced Instructional Design,
- Instructional Design for New Designers,
- Module Development Specialist,
- Train the Trainer