Karen Ballengee

Instructional Designer and Technologist

CONTACT ME

📍 Richmond, VA

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💻 karen02j.github.io/Portfolio/index.html

EDCATION

Ed.S.
Learning Technologies and Design
University of Missouri

M.Ed.
Instructional Technology
North Carolina State University

B.A.
Music Education
Shepherd University

PROFICIENCIES

Adobe Illustrator

Adobe PhotoShop

Adobe InDesign

Adobe Acrobat Pro

Adobe Audition

Articulate Storyline 360

Canvas

Blackboard

Camtasia

SUMMARY

Creative Instructional Designer and Technologist with five years experience in designing multimedia products using a range of programs, media, and technologies. Lifelong learner who continuously seeks opportunities to learn emerging technologies to enhance the learning of others. Dynamic teacher/leader with experience instructing individuals as well as large and small groups.

WORK EXPERIENCE

Assistant Instructional Technologist   2017 - 2022

Virginia Adult Learning Resource Center (VALRC)
Virginia Commonwealth University
Richmond, VA

Design, develop, and deploy interactive elearnings, mobile learning, webinars and other types of web-based content to include job aids, simulations, assessments and coursework that apply Universal Design for Learning. Ensure ADA/508 compliance, coordinate and maintain elearning offerings, and provide technical support for online facilitated courses.

Key Accomplishments:

- Instituted Tech Tuesday to provide the field with monthly reviews of instructional technology.
- Designed and laid out 18 issues of **PROGRESS** news journal and one issue of **_SPOTLIGHT_**, a student publication.
- Trained VALRC staff and participants in the Virginia Association for Adult and Continuing Education Conference on 508 Compliance.
- Ensured that all PDFs were 508 compliant in order to meet the federal deadline in 2018.
- Organized and led disability awareness stations at the 2019 Virginia Adult Education and Literacy Conference.

Graduate Certificates
Online Educator,
User Experience and Usability
University of Missouri

Undergraduate Certificate
Graphic Design Technology
Hagerstown Community College

Additional Certificates
Inclusive Learning Online,
Teaching Online @ VCU
Virginia Commonwealth
University
Academic Transformation Lab

Additional Training
Articulate 360: Beginning
Articulate 360: Advanced
Think Big, Training Center
Columbia, MD

HONORS

- 3rd Place NC State University 125th Anniversary Video Contest
  "[Why I Love NC State](#)"
- *Phi Kappa Phi* Honor Society
- Golden Key International Honor Society
- SALUTE Veterans Honor Society
- *Kappa Delta Pi* Education Honor Society
- *Phi Theta Kappa* Honor Society

WORK EXPERIENCE CONTINUED

- Wrote the article, "Experiencing learner disabilities in adult education" for the [September 2019 issue of ***PROGRESS***](#) news journal (p.15). This article was based on the disabilities awareness stations at the 2019 Virginia Adult Education and Literacy Conference.
- Used Articulate Storyline 360 to create an online learning module for the Virginia Assessment Policy.
- Recorded and edited six podcasts for adult educators in the state of Virginia.
- Updated the design for ***PROGRESS*** news journal.
- Designed logos for the Adult Education and Literacy Conference, ***PROGRESS*** news journal, and Just12Go Virginia GED® completion initiative.

Clarinet Player   1996-2016

United States Army Music Program
Stateside and International Locations

Played music in several performing groups and performed administrative tasks to support the organizations.

Key Accomplishments:
- Trained 40 personnel on Equal Opportunity policies. Gave quarterly training, led focus groups, and advised the commander on human relations issues within the organization.
- Designed a challenge coin for the 77th Army Band. This coin was presented by the unit commander to individuals for outstanding performance.
- Coached personnel on career development and coordinated the reenlistment of 15 personnel.