



Karen

Ballengee

Instructional Designer  
and Technologist

## CONTACT ME

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📄 [karen02j.github.io/Portfolio/index.html](https://karen02j.github.io/Portfolio/index.html)

## EDUCATION

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

## PROFILE

- Instructional Designer and Technologist with four years experience designing instruction for face-to-face trainings and for online learning
- Experienced professional in designing multimedia products using a range of programs, media, and technologies
- 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.
- 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.

## PROFESSIONAL DEVELOPMENT

Graduate Certificates  
Online Educator,  
User Experience and Usability  
(Anticipated 2022)  
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** newsletter.
- Designed logos for the Adult Education and Literacy Conference, **PROGRESS** newsletter, 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.