

SARAH HINTZE

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PROFILE

A self-starter and quick learner.
Versatile skill set with experience in customer service, education, and written and oral communication.
Continuously strive to learn new things and grow professionally.

AREAS OF EXPERTISE

- Microsoft Office
 - Google Certification
 - Docs
 - Sheets
 - G-Suite Communication
 - Articulate 360
 - Storyline
 - Rise 360
 - Softchalk
 - Problem solving
 - Adaptability
 - Creativity
 - Data Entry
 - Administrative tasks
 - Relationship Building
 - Organization
 - Project Managing
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OTHER SKILLS

- Written and Verbal Communication
- Emotional Intelligence
- Leadership Skills
- Collaboration
- Public Speaking
- LMS Platforms
 - Moodle
 - Canvas
- Knowledge of Learning Models
 - ADDIE/ AGILE
 - UX Design
- Smartsheets

WORK EXPERIENCE

INSTRUCTIONAL DESIGNER II

Texas State Technical College | 2021 – Present

- Work with SMEs and Directors of Alignment to develop, create, maintain online courses
- Collaborate with other instructional designers
- Problem Solve/ Troubleshoot issue that arise in online courses
- Build Relationships with Designers, Faculty, SMEs, Department Chairs
- Train Faculty and Staff on tools in the LMS Canvas
- Lead development showcases for interdepartmental training
- Develop content for Online courses
- Create new courses for programs

EDUCATOR

Hutto High School | 2020 – 2021

EDUCATOR/COACH

Concordia High School. | 2012– 2020

EDUCATIONAL TRAINER/ COACH

- Lead Professional Developments
 - Guide and Instruct teachers about new technology
 - Instruct new teachers on school technology
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EDUCATION HISTORY

CONCORDIA UNIVERSITY WISCONSIN

Masters of Science in Educational Design and Technology. 2017

CONCORDIA UNIVERSITY WISCONSIN

Bachelor of Arts in Education and Spanish. 2011
ESL certification

COMPLUTENSE UNIVERSITY, MADRID, SPAIN

Study abroad year 2008

REFERENCES

JILLIAN MANZER

Project Manager/ Instructional Designer III at Texas State Technical College
jillian.manzer@tstc.edu

NICOLE MONK

Instructional Designer II at Texas State Technical College
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Shannon Maynard

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