

Amber Smith

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EDUCATION

DePaul University *Summa Cum Laude, March 2025*
BA Communications and Media; Minor Psychology Research Methods & Legal & Public Affairs Communication *Chicago, IL*
Relevant Coursework: Managing Remote Teams, Organizational Communication and Change

- Dean’s List September 2021 – March 2025
- Future Forward Scholarship Recipient, Hays Leadership Accelerator Scholarship Recipient

CERTIFICATIONS

E-Learning Essentials: Instructional Design: Linkedin Learning, issued February 2025

WORK EXPERIENCE

Instructional Design and E-Learning Intern *May 2025 – Present*
Justrite Safety Group *Remote*

- Designed and launched a 5-course modular sales certification curriculum in **Rise 360** and **Storyline**, building scalable, scenario-based training for internal and distributor teams.
- Collaborated with SME’s, Sales VPs, and Distributors from **9 business units** to assess learner needs, gather feedback, and iterate on content to align with business goals and performance outcomes.
- Produced **9 onboarding programs** and supporting job aids for multiple product categories, leveraging AI tools (**Perplexity, Synthesia**) to create engaging, concise training videos and resources.

Career Readiness Peer Mentor *Aug. 2022 – Mar. 2025*
DePaul University Career Center *Chicago, IL*

- Developed and facilitated weekly in-person and virtual workshops, creating e-learning modules and knowledge checks to teach **1,000+ students** key career skills in Resume and LinkedIn Profile Building.
- Improved course completion rates from **62% to 80%** by iteratively editing Rise 360 modules and implementing innovative engagement strategies (e.g., targeted email campaigns).
- **Mentored and trained peers** on workshop facilitation and content delivery, ensuring consistency and quality across all learning interventions.

PROJECTS

Career Readiness Road Map *Mar. 2024 – April 2024*
DePaul University Career Center *Chicago, IL*

- Created a 51-slide interactive PowerPoint guiding students through six career scenarios, integrating digital resources, mock interview tools, and self-assessment activities.
- Designed and distributed job aids and handouts to support both instructor-led and self-paced learning, connecting students to relevant support services
- Collaborated with career advisors to review and refine materials, ensuring alignment with learning objectives and accessibility for diverse learners.

SKILLS

- Course Auditing
- Customer Service
- Workshop Facilitation
- Project Management
- Stakeholder Collaboration
- Needs Assessment

TECHNOLOGY

- Microsoft Office
- Articulate Storyline
- Loom, Zoom, Asana
- Synthesia
- Google Analytics, Tableau

