

Paula Quintero

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Creative and results-driven professional with a strong foundation in instructional design, curriculum development, and cross-functional project leadership. Experienced in designing and implementing technology-enabled learning programs, including onboarding courses, SOP-based training modules, and e-learning content. Skilled in applying adult learning principles, developing structured educational programs, and aligning learning solutions with organizational goals. Proven ability to collaborate with subject matter experts, IT teams, and stakeholders to deliver effective training in both virtual and in-person settings. Proficient in LMS administration, learning technologies.

Experience

2022 – Present

Project Manager | Docudavit Solutions | Toronto, CA

- Created and implemented the company's first Standard Operating Procedure (SOP) for software development, integrating Scrum methodology and outlining the full Software Development Life Cycle (SDLC). This SOP served as the foundational guideline for all future software initiatives, ensuring consistency, efficiency, and alignment with business objectives.
- Designed and co-developed the training curriculum and structured courses to support knowledge transfer, onboarding, and continuous improvement initiatives for internal teams, aligning instructional goals with business and technical objectives.
- Managed end-to-end delivery of multiple digitization projects, applying Agile project management principles, cloud-based tools to ensure timely delivery, budget adherence, and measurable outcomes.

2022 – 2022

Project Manager and Studio Coordinator | House Group | Toronto, CA

- Coordinated the design and implementation of webpages and applications, working with designers and developers to ensure smooth execution and client satisfaction.
- Facilitated the adoption of Monday.com, enhancing project tracking, team collaboration, and workflow efficiency.
- Identified and executed process enhancements that boosted collaboration and tracking across teams.
- Coordinated and negotiated with vendors to ensure timely and cost-effective client participation in tradeshow. Utilized Zoho to create and manage budgets, and to track project financials in alignment with client and organizational goals.

2019 – 2020

Instructional Designer | Didacsis | Bogota, CO

- Designed and developed multimedia-rich e-learning courses tailored to corporate clients, transforming static documents into dynamic, interactive learning content.
- Applied adult learning principles to structure and enhance instructional flow for professional development programs.

- Collaborated with subject matter experts (SMEs) to ensure instructional accuracy and alignment with corporate learning goals.
- Integrated multimedia components such as audio, visuals, interactive diagrams, and video to improve learner engagement and knowledge retention.
- Designed and embedded formative and summative assessments to evaluate learner comprehension and support performance-based training outcomes.

2017 – 2018

Instructional Designer | Manuela Beltran University | Bogota, CO

- Developed and implemented virtual academic courses within the university's LMS, supporting distance education initiatives and digital learning strategy.
- Collaborated with faculty and IT teams to transform university-level curricula into structured, interactive online modules.
- Ensured alignment with academic learning objectives and compliance with institutional standards and accreditation requirements.
- Created user documentation and course guides to support students and instructors in navigating course materials and tools.
- Applied instructional design models and adult learning theories to foster academic success and learner engagement in a virtual environment.

Education

2023 - 2025

Master in Education | University of the Andes | Bogota, CO

2022 - 2024

Interactive Media Design | Seneca Polytechnic | Toronto, CA

2021 - 2022

Computer Programming | Seneca Polytechnic | Toronto, CA

2012 - 2016

Social Communication | Javeriana University | Bogota, CO

Skills and Core Competences

Project Management • Agile & Waterfall Methodologies • Process Improvement • Digital Transformation Leadership • Cross-Functional Team Collaboration • Adult Learning Principles • eLearning Design (Articulate 360, Moodle, Canva, Adobe Suite) • LMS Management • Strategic Thinking & Attention to Detail • Proficiency in Atlassian Suite • Advanced MS Office (Excel, Word, PowerPoint, Visio) • Resource Allocation • Strong Communication & Leadership • Adaptability & Problem-Solving

Languages

English • Spanish • French