

ROXANNE SPRINGMAN

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SUMMARY

Detail-oriented Design Administrator with skills in administration, project management, UX/UI design, instructional design, and game development and mechanical assembly. Adept at streamlining design workflows, facilitating communication between cross-collaborative teams, maintaining documentation and digital assets, and providing coordination and vision alignment with stakeholders.

EXPERIENCE

Graduate Research Assistant

2022 - 2023

Office of Instructional Innovation

- Created instructional materials on the authoring tool Rise360 to train faculty on effective integration of Gradescope in classes to replace the retired scantron system
- Collaborated with stakeholders to research ChatGPT and develop an instructional video on proper implementation of the tool in their courses
- Facilitated communication between stakeholders and professors on improved course development and implementation of materials on Canvas
- Utilized Microsoft Office, Google Drive, and the Adobe Suite to develop digital assets, manage documentation, and develop coursework.
- Daily research and analysis of potential instructional design tools and practices to improve the student experience

Instructional Assistant

2022 - 2023

Trilogy Education

- Assisted the lead instructor with the conversion of face-to-face course materials to online delivery on-demand
- Assumed role as private tutor for students with learning challenges
- Fast-paced coursework evaluation and grading
- Applied instructional design skills to rewrite curricula to be student-centered and comprehensive
- Developed supplemental instructional guides for continued student support
- Pitched and hosted bi-weekly Figma Crash Course sessions
- Cross-collaborated among teams to analyze student surveys and improve the course accordingly

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EXPERIENCE (CONTINUED)

Option III Graduate Design Assistant

2021 - 2022

School of Design and Creative Technologies

- Led project to create a uniform set of design template for instructors to use on Canvas
- Delivered meetings with stakeholders to align goals on design templates and course design
- Converted documents into speech-reader friendly formats
- Developed the course layout for the MFA and MA programs on a tight deadline
- Redesigned the MFA in Design Confluence site to be accessible, free of redundant information, and organized project goals and deadlines on Jira
- Assigned copies of all documents and design assets to OneDrive
- Communicated with Stakeholders through Outlook, Zoom, Teams, and FigJam

Teaching Assistant

2020 - 2021

School of Design and Creative Technologies

- Managed student assignments and progress on Microsoft Office and Excel Sheets
- Converted face-to-face assignments into distance courses during COVID-19
- Reformatted existing Canvas courses to better suit individual student needs
- Suggested and implemented new multimedia tools in online courses
- cultivated equitable and inclusive student spaces to support student engagement and access
- Supported professors in delivering effective instruction
- Used formulation evaluation to assess student challenges and suggested areas of improvement
- Provided mentoring sessions to students during office hours

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EDUCATION

Post Graduate Program - UI/UX for Data-Driven Business Applications 2024 - 2025
Great Learning

Capstone Project: Pet Tracking Application

Master of Education - Learning Technologies 2021 - 2023
University of Texas at Austin

Graduate Certification in Learning, Action, Equity, and Design

Bachelors of Science - Arts and Entertainment Technologies 2017 - 2021
University of Texas at Austin

Minor: Educational Psychology

SOFT SKILLS

- Analytical
- Business Acumen
- Creative Thinking
- Critical Thinking
- Communication
- Detail Oriented
- Financial Literacy
- Time Management
- Adaptive
- Task Management
- Project Management
- Interpersonal skills

TECHNICAL SKILLS

- Jira
- Confluence
- Microsoft Office
- Google Suite
- Presentation Development
- Hardware Assembly
- Software Management
- Adobe Suite
- Figma/Framer
- Teams/Outlook
- Zoom Workspace
- Survey Development

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REFERENCES

Carly Eressy
Training Specialist at AMD
774-239-1644

Samid Mirza
Project Manager at AMD
832-298-4010

Dr. Jason Rosenblum
Assistant Professor of Instruction at UT Austin
512-627-3358

Tania Leskovar-Owens
Chief Executive Officer at Helping Hand Home for Children
512-658-4596