Richard Valencia

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EDUCATION

Florida State University, Tallahassee, FL   August 2020 – December 2021
Master of Science, *Instructional Systems and Learning Technology*
GPA: 3.97

Florida State University, Tallahassee, FL   August 2017 – August 2020
Bachelor of Science, *Information, Communication and Technology*
GPA: 3.61; *Cum Laude*

EXPERIENCE

KnowBe4, Clearwater, FL
CSS/HTML Front-End Developer   January 2022 – March 2022
- Completed 30 routine updates and edits of multiple modules; followed a thorough checklist to ensure any unnoted issues were addressed to maintain quality of modules.
- Maintained code boilerplate repo when an update to the course builder software occurred; completed by taking notes on noticeable changes, reporting to manager, and implementing edits on said changes.
- Converted and edited over 150 modules to transfer internal training to new LMS without interruption of employee training.
- Created two informal procedural documents on the course production responsibilities of the front-end developer to record and standardize position.

Online eLearning Front-End Developer, Intern   May 2021 – August 2021
- Created one course with 35 responsive pages using PUG and Sass within the course builder; used GIT branching, stashing, and merging to organize untracked and modified files.
- Reviewed and reedited code for QA edits to maintain quality of modules; conducted 10 edits.
- Created two demos of new interactives for the course builder, providing a PUG boilerplate and CSS stylesheet; presented the interactives to the team to decide which demo to use.
- Brainstormed and collaborated with another intern to create plans for 5 new components for the course player.
- Developed stylesheets for 5 components in the course builder using Sass to increase efficiency of course production.

Tribeca Language, New York, NY
Online Curriculum Development & Lesson Design, Intern   January 2021 – April 2021
- Transferred 500 language-activity worksheets to "LiveWorksheets.com" to make the physical worksheets accessible online.
- Created 190 online, interactive activities for nine topics on "LearningApps.org" to increase the organization's interactivity for online instruction.
- Collaborated with the supervisor to plan and design worksheets for "Clothes" and "Winter Clothes" topics.
- Created worksheets for "Clothes" and "Winter Clothes" topics using Canva; worksheets were created for ten languages.
- Organized a webpage layout for a demonstration of Spanish activities on the company's Weebly website.

Lumentum LLC, Vero Beach, FL
Front-End Development, Intern   June 2019 – August 2019
- Created a web application to assist in data organization and editing using HTML, CSS and jQuery to solve the company's problem of a lack of management and editing for customer account information.
- Compared and analyzed two websites based on web design and user experience to improve the company's website; presented the analysis to supervisor.

Technical Writing, Intern   June 2018 – August 2018
- Wrote and edited ten scripts for tutorial videos to educate customers to use the company's web application (Digipan)
- Constructed a Wiki page on Microsoft Teams so other employees could easily locate links to county websites, and contact information of each county appraiser and tax collector in one place.
- Developed organizational and presentation skills by reporting completed tasks each month to supervisors using PowerPoint.

Data Collection and Entry, Intern   June 2017 – August 2017
- Collected approximately 100 contacts of various county positions to provide updated information of the counties for the company's web application (Digipan).
- Organized county contact information into five Excel files based on state so retrieval of updated contact information would be seamless and simple for others to read.

PROFESSIONAL DEVELOPMENT

Florida State University, Tallahassee, FL

Directed Individual Study with Dr. Micheal Kaschak   May 2020 – July 2020
- Contacted over 400 establishments for a linguistic study to establish an adequate sample of a population size.
- Studied two academic journals relating to the topic and nature of the linguistic study (indirect speech acts) to better understand the subject-matter and experiment at hand.
- Conducted a literature review using 22 academic journals on how gender influences indirect speech acts which expanded on the information related to the linguistic study.
- Developed a visual flow chart on how gender influences indirect speech acts from the literature review conducted.

FSU Childcare & Early Learning Program - Teacher Assistant Volunteer   January 2020 – March 2020
- Worked with teacher and assistants by managing a group of ten children (ages 19-24 months old) and another group (ages 2-3 years old) to guide their development and adhere to the classroom goals.
- Reinforced classroom rules and proper social manners and etiquette to maintain the classroom management.

Directed Individual Study with Dr. Yolanda Rankin   August 2019 – December 2019
- Categorized over 200 pictures to provide content for a game developed for ESL (English Second Language) students.
- Recorded 17 short Spanish phrases for a Spanish-learning game to create content for supervisor.
- Reorganized office space by putting all cleaning, technology, and gaming/art supplies in filing cabinets, decluttering the work area, which improved the working environment for others.

Tool/Software Experience

Adobe Premiere Pro
- Created cooking instructional video using Adobe Premiere Pro; included self-made voiceovers

Adobe Illustrator
- Created basic assets for instructional documents and Articulate Storyline courses (Arm with Drumstick, music theory notation)

Audacity
- Recorded narration for "The Fat Cat" children's book
- Recorded and edited voiceover clips and music files for a podcast assignment and two personal projects

Articulate Storyline 360
- Created two learning modules for introductory music theory for graduate courses