

# Richard Valencia

<https://www.linkedin.com/in/richard-rj-valencia/>  
Portfolio Website: <https://www.rjvalencia.com/>

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## EDUCATION

**Florida State University**, Tallahassee, FL  
Master of Science, *Instructional Systems and Learning Technology*  
GPA: 3.97

August 2020 – December 2021

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

August 2017 – August 2020

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## 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.
- 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