**ANTOINETTE MARIE DAVIS**

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**INSTRUCTIONAL DESIGN MANAGER**

 **CORE COMPETENCIES**

**Employee Training**: Learner engagement & motivation, conduct training sessions, adult learning theory, Writing & editing effective copy, Instructional text, & Audio/video scripts, Technical Documentation

**Instructional Design**: In-depth knowledge of instructional design models (ADDIE, SAM), Assessment & evaluation, Collaborating with SMEs, QA Reviews, Web-based Training (WBT), Storyboarding, Animated Videos (Plotagon, Prezi), Accessibility

**eLearning Development**: Designing Section 508 & SCORM learning modules, Rapid Authoring Software, Animation, Audacity, HTML 5, Articulate 360 (Rise, Storyline, Review), Adobe Creative Suite, BlackBoard, Captivate, Camtasia, Canvas

 **Experience**

**UK Healthcare** LEXINGTON, KY

Curriculum Specialist (Instructional Designer) (HR) (Product Management) 08/2024- present

* **Leads Online Learning Development for HR**: Spearheads the design and implementation of online learning content for UKHC Enterprise with the SuccessFactors LMS and SAP Time Management, supporting the College of Medicine, Eastern State Hospital, KMSF, and multiple ambulatory sites. Focuses on instructional strategy, curriculum development, and learning technologies to enhance user engagement.
* **Consults with Stakeholders**: Provides strategic consultation to stakeholders across diverse learning portfolios, offering expert advice on instructional frameworks, training needs analysis, performance improvement, and learner-centered design. Promotes the integration of adult learning theory, ADDIE, and SAM models into eLearning projects.
* **Facilitates Intake Process**: Plays an integral role in the instructional design intake process, offering guidance on learning experience design, identifying opportunities for microlearning and blended learning, and ensuring alignment with organizational goals through learning objectives mapping.
* **Collaborates on SuccessFactors Administration**: Serves as a key member of the SuccessFactors Admin Committee, partnering with Nursing Staff Development to ensure seamless LMS administration, training deployment, and the implementation of competency-based learning paths.
* **Coordinates Learning Solutions**: Leads cross-functional teams in the creation and deployment of web-based training (WBT), including Annual Safety Trainings (13 WBT Modules), 11 Programs, and department-specific modules (Product Management), ensuring timely and accurate delivery through project management and content development workflows.
* **Develops and Enhances Online Instruction**: Creates and updates interactive online instructional materials using tools like Adobe Captivate, Lectora, and Articulate Storyline, ensuring engaging and effective eLearning modules that leverage multimedia learning principles and interactive design.
* **Ensures Compliance and Accessibility**: Verifies SCORM configurations, confirms compliance with ADA standards, and ensures all training materials are 508-compliant and closed captioned in WellSaid, supporting universal design for learning (UDL).
* **Provides Subject Matter Expertise**: Acts as an instructional design expert, offering guidance and technical support to colleagues across UK Healthcare on best practices for eLearning development, knowledge retention strategies, content chunking, and the effective use of training & website software like SharePoint.

**Grand Luxury Living, LLC** LEXINGTON, KY

Chief Executive Officer/Founder (Part-time) | Director of Operations 11/2022 – Present

* **LMS Administration:** Applied the ADDIE Model and Generative AI to meticulously craft and design a comprehensive Quick Start Course curriculum tailored for current and prospective short-term rental hosts. Uploaded 5+ new courses into StanStore (LMS) and Thinkific LMS, ensuring a seamless learning experience for over 150 learners. (Product Management)
* **Rental Unit Management:** Manages three rental unit profiles on short-term and long-term housing sites, maintaining a 95% occupancy rate. Manages website design for the business.
* **Team Leadership:** Leads a resolute team of two cleaners using Asana and Turno, strategically coordinating the cleaning process for units and reducing cleaning time by 50%. Translated course content into 20+ engaging storyboards, enhancing the overall educational experience.
* **Inventory and Maintenance:** Takes charge of inventory management and property maintenance for three units in collaboration with the landlord, reducing maintenance issues by 30%. Provides over 50 online and phone housing consultations for new clients who are unfamiliar with the area, fostering positive client relationships.

**Nordstrom** SEATTLE, WA

Learning Developer/PowerApp Developer 11/2020 – 05/2023

* **Collaborative Agile Initiatives:** Collaborated with over 50 staff members and stakeholders in an Agile environment, leading initiatives to optimize technology within training processes. Facilitated the preparation of training notes and documentation, translating content into engaging storyboards.
* **Instructional Design Support:** Organized and executed 2 Instructional Design support rotations, partnering with Learning Specialists and Learning Experience Designers to enhance faculty content for both online and Instructor-Led Training (ILT) sessions. Managed and contributed to 4 video editing projects (via SCORM and xAPI) across various business units, ensuring seamless collaboration within the team and firsthand work in the Sandbox for ILT courses.
* **Content and Needs Analysis:** Updated two correspondence documents for Tier 2 support in JIRA and Confluence, demonstrating expertise in experience design research and needs analysis. Utilized Microsoft Forms to create questionnaires and assessments for retail employees, collaborating closely with Learning Experience Designers and Managers.
* **Learning Product Development:** Championed a build/buy/curate model to determine the most effective development process for 75% of the learning products. Leveraged partnerships with vendors, provided consultations to Learning & Leadership partners, and managed end-to-end learning product creation.
* **App and Data Management (Product Management):** Developed the Customer Journey app (in two iterations) for the Learning and Leadership Business Unit using PowerApps. Created UI/UX prototypes in Figma and managed data in Power BI Dashboards, enabling retail employees to oversee customer accounts efficiently. Demonstrated strong project management skills across all assigned projects, maintaining data collection and analysis in Power BI.
* **SharePoint and LMS Administration:** Established and maintained 100% of the SharePoint sites for Employee Resource Groups and other Business Units, aligning with company needs and ensuring timely updates. Managed Workday LMS updates based on curriculum training courses and supplemental materials, facilitating a streamlined learning experience.
* **Cross-Functional Collaboration:** Worked seamlessly with seven team members on various projects within the Learning space and provided valuable consultations across different Business Units.
* **Supply Chain Support:** Assisted the Supply Chain Department in order fulfillment twice a year to support inventory management.

**Brandeis University** BOSTON, MA

Instructional Technologist 08/2020 – 11/2022

* **Collaborative Resource Development:** Worked closely with faculty and colleagues to develop ten resources for online and hybrid courses at the University’s Center for Teaching and Learning (CTL). Conducted comprehensive evaluations of learning solutions, providing actionable recommendations to enhance course effectiveness.
* **Instructional Technology Support (Product Management):** Provided expert consultation, guidance, and support to forty faculty members for course enhancements, modifications, and the adoption of Moodle LMS Admin functions. Contributed to 20 library projects, including creating the Instructional Technology manual for new employees and developing Tier 2 and Tier 3 ticket support checklists.
* **Departmental Needs Assessment:** Collaborated with 4 faculty members to assess departmental needs, focusing on integrating additional content and technology into courses for an enriched learning experience. Played a key role in inaugural Blackboard LMS training sessions, creating training documents with another Instructional Technologist to facilitate a smooth onboarding process.
* **Instructional Design and Technological Integration:** Supported the University’s commitment to delivering high-quality education through effective instructional design on 10 projects, technological integration, and ongoing faculty development initiatives.

**Robert Half (contract with California State Univ.-Dominguez Hills)** ONLINE

Instructional Designer 07/2020 – 09/2020

* **Technology Integration:** Collaborated closely with 5 Mathematics and Science faculty to integrate technology into Blackboard courses, enhancing the overall student learning experience. Spearheaded the transition of five full-time faculty members from Blackboard LMS to the advanced Blackboard Ultra LMS.
* **Faculty Training and Workshops:** Initiated and conducted 2 team technology workshops to keep faculty updated on the latest software options and updates, fostering a technologically enriched teaching environment.
* **Course Development:** Collaborated with fellow 3 Instructional Designers to construct master course shells and new course shells, ensuring consistency and quality in course delivery.
* **Commitment to Technological Integration:** Dedicated to bridging technology and education, empowering 5 faculty members with the tools and knowledge needed to create engaging and innovative learning experiences within the Blackboard platform.

**The Rumie Initiative** ONLINE

Freelance Instructional Designer (Volunteer 5 hours/month) 04/2020 – 10/2021

* **Content Structuring:** Played a pivotal role in structuring 10 content categories into meaningful subtopics, providing essential support in developing clear learning pathways.
* **Learning Objectives Development:** Authored impactful 20 learning objectives grounded in adult learning methodologies, laying the groundwork for creating individual micro-learning courses known as 'Bytes.' Utilized the Rumie-Build LMS to translate existing learning objectives into engaging and dynamic Bytes.
* **Innovative Content Creation (Product Management):** Crafted 15 compelling learning activities and course content designed to enhance knowledge retention and transfer. Collaborated with a team of 7 Instructional Designers to pool collective expertise and create high-quality content for the Bytes.
* **Micro-Learning Development:** Successfully authored and delivered 5 Bytes covering essential topics such as career change, interview skills, and resume creation. Demonstrated a commitment to creating effective and engaging micro-learning experiences, reflecting a dedication to fostering continuous learning and professional development.

**Epic Learning Team** ONLINE

Freelance Instructional Designer (Part-Time) 04/2020 – 10/2021

* **Instructional Design Methodologies:** Applied advanced adult learning methodologies to develop 3 dynamic e-learning, blended, and instructor-led courses. Utilized the ADDIE model to design comprehensive e-learning content across various training modules, with a focus on Articulate Rise as the primary authoring tool. Proficiently used SCORM for seamless file export into the Moodle Learning Management System (LMS).
* **Mentoring and Coaching:** Demonstrated versatility by providing impactful group mentoring sessions and personalized 1-to-1 coaching for a diverse group of 10 individual clients, tailoring learning experiences to meet their specific needs and objectives.
* **Authoring Tools Expertise:** Mastered the use of Articulate Rise and Storyline to author 3 select courses, ensuring the delivery of engaging and effective learning content. Committed to leveraging innovative methodologies and tools to create impactful learning experiences that drive professional growth and development.

**OTHER EXPERIENCE**

**Southern New Hampshire University** ONLINE

Mathematics Faculty Member (part-time) 06/2021 – present

* **Instructional Design Methodologies:** Applied advanced adult learning methodologies to develop 3 dynamic e-learning, blended, and instructor-led courses. Utilized the ADDIE model to design comprehensive e-learning content across various training modules, with a focus on Articulate Rise as the primary authoring tool. Proficiently used SCORM for seamless file export into the Canvas Learning Management System (LMS).
* **Mentoring and Coaching:** Demonstrated versatility by providing impactful group mentoring sessions and personalized 1-to-1 coaching for a diverse group of 10 individual clients, tailoring learning experiences to meet their specific needs and objectives.
* **Authoring Tools Expertise:** Mastered the use of MyMathLab to connect 3 select courses to the CMS, ensuring the delivery of engaging and effective learning content. Committed to leveraging innovative methodologies and tools to create impactful learning experiences that drive professional growth and development.

**University of Washington** ONLINE

Instructional Design Faculty Member (part-time) 03/2021 – 06/2023

* **Instructional Design Methodologies:** Applied advanced adult learning methodologies to develop 2 dynamic e-learning, blended, and instructor-led courses. Utilized the ADDIE model to design comprehensive e-learning content across various training modules, with a focus on Articulate Rise as the primary authoring tool. Proficiently used SCORM for seamless file export into the Canvas Learning Management System (LMS).
* **Mentoring and Coaching:** Demonstrated versatility by providing impactful group mentoring sessions and personalized 1-to-1 coaching for a diverse group of 30 individual clients, tailoring learning experiences to meet their specific needs and objectives.
* **Authoring Tools Expertise:** Mastered the use of Articulate Rise and Storyline to review 30 project reviews, ensuring the delivery of engaging and effective learning content. Committed to leveraging innovative methodologies and tools to create impactful learning experiences that drive professional growth and development.

**Grand Canyon University** REMOTE

Mathematics Faculty Member (part-time) 10/2021 – present

* **Diverse Teaching Methods:** Applies a diverse range of teaching methods to effectively engage learners in various 2 course projects and 14 assignments. Proficiently delivers content for all math education courses through the Canvas Learning Management System (LMS) and diverse course references, ensuring a comprehensive and enriching learning experience.
* **Personalized Tutoring:** Offers 15 personalized 1-to-1 tutoring sessions for students requiring additional support, creating an environment conducive to individualized learning and growth.
* **Commitment to Educational Excellence:** Demonstrates commitment to employing varied teaching methods and leveraging technology to deliver impactful and tailored educational experiences for learners. Dedicated to ensuring learning experiences meet individual and organizational goals.

**Embry-Riddle Aeronautical University** REMOTE

Mathematics Faculty Member (part-time) 10/2021 – present

* **Course Material Development:** Collaborates with subject matter experts to create and refresh course materials for 3 courses. Previously served as the Curriculum Designer/Lead for GNED 103 and MATH 106, ensuring content remains relevant and engaging.
* **Comprehensive Assessments:** Conducts comprehensive pretests, posttests, and proficiency evaluations for 100% of students, employing a range of tools including Canvas, H5P, Articulate Storyline, Adobe Captivate, MyMathLab, and Google Apps within assigned courses. This multi-faceted approach gauges student understanding and enhances the overall learning experience.
* **Innovative Instructional Design:** Demonstrates commitment to innovative instructional design, coupled with expertise in 3 diverse educational technologies. Dedicated to fostering an enriched learning environment through the application of advanced methodologies and technologies.

**South College** REMOTE

Mathematics Faculty Member (part-time) 10/2020 – present

* **Dynamic Instructional Material Development:** Proficient in developing dynamic instructional materials, such as 5 lesson plans, handouts, and examinations, utilizing innovative platforms including Prezi, Nearpod, and Zoom.
* **Evaluation and Improvement:** Offers feedback on the redevelopment process, implementing robust evaluation plans (pre- and post-redevelopment) to continuously improve instructional effectiveness. Recommend changes to curricula or delivery methods based on insightful data analysis. Provides 100% feedback for all students.
* **Instructional Aid Design:** Expert in designing 10 instructional aids for both stand-alone and instructor-led classroom or online use, leveraging technology tools such as Canvas LMS, Articulate Rise, Prezi, Nearpod, and Zoom.

**Embry-Riddle Aeronautical University** REMOTE

Visiting Assistant Professor of Mathematics 08/2019 – 05/2020

* **Collaborative Course Design:** Collaborated with subject matter experts to design and continuously improve 10 course materials. Served as the Curriculum Designer/Lead for GNED 103 and MATH 106, demonstrating a commitment to creating impactful educational experiences.
* **Comprehensive Assessment Development:** Produced, created, and edited 30 H5P media content videos for the Worldwide Mathematics Department using Canvas LMS, H5P, Articulate Storyline, MyMathLab, and Google Apps.
* **Quiz and Assignment Development:** Collaboratively developed quiz and assignment prompts for 8 module weeks, ensuring a cohesive and effective learning experience. Actively collaborated with 8 faculty members on course updates from administration, contributing to the ongoing improvement of educational offerings.
* **Instructional Material Creation:** Developed instructional materials, including 15 lesson plans, handouts, and examinations, using innovative platforms such as Prezi, Nearpod, and Zoom. Successfully developed assessments to determine learning outcomes at the conclusion of training, leveraging 2.0 Software, Microsoft Sway, and Zoom.

**Chamberlain University** REMOTE

Mathematics Faculty Member 10/2018 – 12/2022

* **Learner Engagement and Redevelopment:** Strategically enhanced 100% of learner engagement throughout the instructional life cycle, including pre-and-post redevelopment phases, ensuring continuous improvement in course effectiveness and student interaction.
* **Instructional Material Development:** Expertly developed 5 instructional materials, including lesson plans, handouts, and examinations, utilizing the robust features of the Canvas Learning Management System (LMS). Designs 10 versatile instructional aids suitable for both stand-alone and instructor-led classroom and online environments, ensuring an engaging learning experience.
* **Educational Technology Integration:** Demonstrated 100% proficiency in incorporating various educational technologies, including Blackboard and MyMathLab, into course delivery. This integration optimized student engagement and enhanced learning outcomes.
* **Commitment to Innovation:** Dedicated to leveraging innovative methodologies and tools to create dynamic and impactful learning experiences that drive student success and satisfaction.

**Bryan University** REMOTE

Mathematics Faculty Member 09/2017 – 01/2020

* **Collaborative Content Development:** Actively contributed to the development of quiz and assignment prompts for 8 module weeks, collaborating with a dynamic team of 10 people. Collaborated with faculty members on course updates from administrative directives, ensuring alignment with the latest educational standards.
* **Innovative Instructional Material Creation:** Leveraged innovative tools such as Prezi, Nearpod, and Zoom to develop 15 instructional materials, including lesson plans, handouts, and examinations. Focused on creating engaging and effective learning experiences for diverse audiences.
* **Assessment and Evaluation:** Demonstrated dedication to measurable outcomes by crafting 3 assessment tools to evaluate learning outcomes at the conclusion of training initiatives. Utilized Canvas LMS for seamless course delivery, integrating technology to optimize the learning journey.

**Colorado State University - Global** REMOTE

Mathematics Faculty Member 05/2017 – present

* **Instructional Standards and Strategy Development:** Determines, recommends, and documents instructional standards and strategies to enhance learner engagement. Specializes in developing, editing, and enhancing 3 technology-based learning materials to elevate the learning experience.
* **Faculty Training and Technology Integration:** Demonstrates expertise in instructing 4 faculty members on effectively utilizing web-based resources, tools, and multimedia technologies for seamless integration into online delivery. Proactively conducted 5 virtual instructor-led training sessions on departmental learning technologies such as Canvas LMS and Zoom, facilitating a smooth transition from Schoology LMS in October 2018.
* **Advancing Instructional Strategies:** Committed to advancing instructional strategies and fostering a tech-savvy learning environment. This commitment is evident in my direct approach to technology integration and faculty training, ensuring effective adoption and utilization of new educational technologies.

**Galen College of Nursing** REMOTE

Mathematics Faculty Member 03/2017 – present

* **Curriculum Development and Enhancement:** Specializes in developing, editing, and enhancing 10% of nursing curriculum with a focus on integrating practical math applications. Ensures that curriculum updates are relevant and engaging, providing students with valuable, real-world skills.
* **Designing Engaging Learning Experiences:** Dedicated to empowering 500+ students through the design and delivery of engaging learning experiences that teach effective technological use, streamline job processes, and incorporate real-world examples for practical applications.
* **Virtual Instructor-Led Training:** Conducted 1 virtual instructor-led training session per term, providing valuable insights into college mathematics and statistics within the nursing field. Proficient in utilizing Canvas LMS and Zoom integration to create an interactive and supportive learning environment.

**Sullivan University** REMOTE

Mathematics Faculty Member 10/2016 – 09/2018

* **Instructional Material Development:** Developed 100% of all impactful instructional materials, including comprehensive lesson plans, engaging handouts, and effective examinations. Utilizes the robust features of Canvas Learning Management System (LMS) to craft content that elevates the learning experience and meets the highest educational standards.
* **Versatile Instructional Aids Design:** Designed versatile 10 instructional aids for stand-alone, instructor-led classrooms, and online environments. Proficient in educational technologies such as Blackboard and MyMathLab, ensuring seamless integration of diverse tools for optimal course delivery.
* **Commitment to Learning Excellence:** My comprehensive approach to learning and development is rooted in a steadfast commitment to excellence, driving the creation of engaging, effective, and technology-enhanced educational experiences with a 90% completion rate.

**Eastern Kentucky University** REMOTE

Mathematics Faculty Member 08/2014 – 05/2017

* **Multimedia Instructional Video Development:** Spearheaded the development of 10 instructional videos to support faculty and students in transitioning to H5P for multimedia delivery, enhancing the learning experience.
* **Course Design Consultation:** Consulted with 15 faculty members on course design and development, utilizing technology to enhance educational strategies. A blended learning approach applied, integrating instructor-led training (ILT) and eLearning (WBT) methodologies into curriculums across various roles and workflows.
* **Versatile Course Delivery:** Designed and delivered 100% of all assigned face-to-face, online, and blended ILT courses for students, demonstrating adaptability in course delivery. Proficiency in utilizing educational technologies such as Blackboard and MyMathLab ensured seamless integration of tools for optimal course engagement.

**Bluegrass Community & Technical College** REMOTE

Mathematics Faculty Member 01/2013 – 05/2014

* **Instructional Standards and Strategies Development:** Developed, recommended, and documented 5 instructional standards and strategies to enhance 100% of learner engagement, while devising an evaluation plan for ongoing improvement.
* **Instructional Materials Production:** Produced instructional materials including 11 comprehensive lesson plans, informative handouts, and effective examinations using the Canvas Learning Management System (LMS).
* **Engaging Instructional Aids Design:** Formulated engaging 5 instructional aids tailored for both standalone use and instructor-led sessions, adapting seamlessly to both traditional classrooms and online platforms. Proficiently utilized Blackboard and MyMathLab to optimize course delivery and enhance the overall learning experience.

**Minnesota School of Business** REMOTE

Mathematics Faculty Member 08/2008 – 12/2016

* **Course Design and Development:** Played a pivotal role in designing and developing 5 engaging online courses per term on the Blackboard platform. Created and implemented 50 in-class assessments and activities aligned with instructional content, ensuring a comprehensive and interactive learning experience.
* **Instructional Design and Task Analysis:** Performed 10 task analysis to define goals, constructed instructional objectives, and specified effective instructional delivery methods. This meticulous approach contributes to the development of well-rounded and effective learning materials, fostering successful educational outcomes.
* **Innovative Instructional Design:** Demonstrated commitment to innovative instructional design and delivery by creating 2 dynamic online courses and implementing effective in-class assessments, all aimed at enhancing the overall learning experience.

**Education**

**University of Kentucky** Lexington, KY
Master of Arts of Learning Design & Technology (in progress)

**University of Kentucky** Lexington, KY

Doctor of Education in Instruction/Administration – Math Education

**Wayne State University** Detroit, MI

Master’s Degree in Applied Mathematics, Education Emphasis

**Oakwood University**  Huntsville, AL

Bachelor’s Degree in Mathematics/Minor in Accounting

**Skills**

**BUSINESS** – Product Management, Project Management, Needs Analysis, Content Development, Learning Management Systems, Educational Technology Integrations, Collaboration and Teamwork

**SOFTWARE** - JIRA, Confluence, Microsoft Office Suite, Cornerstone, SharePoint, WordPress, Workday, Epic Software, WellSaid

**DESIGN** – Design Thinking, User Experience Design, User Interface Design, Customer Experience

**TOOLS** - Generative AI, SCORM, Okta, Cornerstone OnDemand, Keynote, Google Suite, Zoom, Slack, Camtasia, Audacity, and Articulate Storyline, SharePoint, Workday, Adobe Suite (Captivate), Figma

**STRATEGY** – Cross Functional Individual Contributor, Product Owner, Quantitative Data Analysis, Implementation, Product Owner, Product Launch, UI Experience