

JACQUELINE WILLIAMS

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Professional Summary

I am a dynamic, innovative professional with five years of experience in designing course content, learning opportunities, and training materials as a teacher and Sales Development Representative where I have planned, directed, and assessed desired learning outcomes. I am currently looking to apply my skills as an Instructional Designer.

Areas of Effectiveness

Instructional Design & Content Creation

- Design content using Backwards Design, Bloom’s Taxonomy, and ADDIE models
- Differentiated remote training for district leaders to foster engagement towards district goals
- Designed engaging and culturally responsive online lessons that impacted 450+ students district-wide
- Experienced user of Articulate Storyline, Canva, MS PowerPoint, and Camtasia
- Managed multiple simultaneous learning modes by creating both asynchronous and synchronous learning modules for teacher and student use
- Performed one-to-one coaching with clients and created targeted instruction to individual needs

Data Tracking and Assessing

- Recorded and analyzed key performance metrics to ensure successful completion of organizational and state standards
- Conducted monthly data-review meetings to inform administration of recent trends and insights
- Utilized daily informal assessments to prioritize areas for targeted instruction

Business & Management

- Facilitated engaging remote trainings with district leaders to meet organization’s data goals
- Identified inefficiencies in daily tasks and revised processes to minimize transition times
- Led weekly team collaboration on curriculum development
- Managed scheduling and logistics for 30+ students while considering individual and group priorities
- Created standardized processes and resources that were used extensively across the organization
- Delivered weekly status updates to key stakeholders and families

Education

Purdue University - West Lafayette, IN

B.A. Elementary Education, 2018

3.33 Overall GPA — 3.70 Major GPA

Major concentration in Reading — Dean’s List for three consecutive semesters.

Experience

Renaissance Learning – Remote, U.S.

Sales Development Representative June 2022- Current

Osseo Area School District – Brooklyn Park, MN

Fifth Grade Teacher

June 2021 – Feb. 2022

Fifth Grade Teacher (remote)

Aug. 2020 – June 2021

C.H Bird Elementary School – Sun Prairie, WI

Fifth Grade Teacher

Aug. 2019 – June 2020

Delphi Community Elementary School – Delphi, IN

Third Grade Teacher

Jan. 2019 – May 2019

Student Teacher

Aug. 2018 – Dec. 2018

Community Involvement

Building Leadership Committee (2019-20)

Orton Gillingham Reading Specialist supporting

Community Schools Nature Club Advisor (2019-20)

Ethiopian & Somali refugees (2016-17)

Leader In Me- Family Engagement Committee (2019)

Food Finders fundraiser coordinator (2016)

Food Finders volunteer (2015–18)

BMOC coach for ZTA sorority (2015)