

Jennifer R. Allen

Curriculum Development | Learning Experience Design | Project Management

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Professional Profile

Top performing, technically oriented, and self-driven professional offering more than a decade of proven accomplishment and history of success in instructional design and development. Hands-on technical leader with extensive experience driving learning development programs through the end-to-end learning development life-cycle. Track record in architecting, designing, and developing learning solutions. Experienced in all phases of design implementation including requirements gathering, system and workflow analysis, application and enhancement design, functional specifications, documentation, testing, training and support. Over ten years of experience conducting private training sessions to teach a variety of subjects, including English Communication for Engineers and English in the Medical field as well as all core K-12 subjects. Highly skilled at providing technical leadership and guidance to development teams with a firm commitment to championing best practice design methodologies, processes, and standards.

Core Competencies

- Curriculum Development
- ADDIE & SAM Adult Learning Models
- Staff Training & Development
- E-Learning and Online Learning Tech
- Team Leadership & Management
- Agile Methodologies
- Needs Assessments
- Quality Assurance & Process Improvement
- Video editing
- Graphic Design, Infographics
- Website Design with Wordpress, HTML, CSS, and JavaScript

Work Experience

DraftingDan, LLC - Little Elm, TX Instructional Design Consultant

January 2010 - Present

- Conducting training sessions to teach Cross-Cultural communication for Engineers, English in the Medical Field, Technology for Teachers, Algebra, English as a Second Language, Parenting, Homeschooling, and Test Taking
- Designed and implemented the Leader Teacher program for a global group of independent online teachers focusing on SCORM compliance with the learning management systems (LMS), accessibility in curriculum content design, collaboration, ADDIE, SAM, strategic initiatives in marketing, governance compliance, Kirkpatrick model of evaluation, and customized learning solutions
- Instructed small groups of gifted and talented middle-school and high-school students in core subjects
- Providing highly personalized one-on-one student preparation for SAT, ACT, IELTS, and CogAT tests
- Built and deployed marketing funnels, automated mail campaigns, as well as Facebook and Google Ads ad campaigns
- Utilized WordPress CMS to build or modify websites for businesses
- Designed and implemented gamified learning activities that enhanced the primary curriculum and met the learning objectives, resulting in a 30% increase in learner engagement
- Creating course content and learner evaluation instruments that met e-learning instructional design quality standards, using authoring software, Articulate 360, Captivate, Panopto, Adobe Creative Cloud, and Canva
- Coordinated multiple virtual and blended learning initiatives operating simultaneously while maintaining a 95-99% satisfaction rating across all projects
- Transcribed video and audio, tagged photos for ai learning models, and submitted beta-testing feedback with 99% accuracy

ESS Education - Knoxville, TN Teacher, Classroom Assistant

August 2021 - Present

- Planning, problem-solving, and organizational skills in classroom management
- Applying knowledge of engagement strategies and best practices to create an inclusive learning environment
- Collaborating with other teachers and administrators to design and implement new curriculum objectives.
- Successfully solving practical problems and dealing with a variety of concrete variables in situations where only limited standardization exists, resulting in improved instructional outcomes for students
- Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form, resulting in accurate and effective implementation of instructional programs

Education

Western Governors University, Salt Lake City, UT Bachelor of Arts, Educational Studies

United States Institute of Language and Cultural Studies, Ocala, FL Bachelor of Arts, Family Counseling Minor: Social Work

Certificates

- Zendesk | **Customer Service Professional Certificate** | 2023
- National Association of State Boards of Accountancy (NASBA) | **Data-Driven Learning Design** | 2023
- Meta | **Certified Digital Marketing Associate** | 2022
- Project Management Institute, Inc. (PMI) | **Agile Development Practices** | 2022
- Project Management Institute, Inc. (PMI) | **Coaching for Results** | 2022
- Project Management Institute, Inc. (PMI) | **Measuring Learning Effectiveness** | 2022
- Project Management Institute, Inc. (PMI) | **Project Management Foundations** | 2022
- Skillssoft | **Leading the Team** | 2023
- Society for Human Resource Management (SHRM) | **Creating Inclusive Learning Experiences** | 2023
- Society for Human Resource Management (SHRM) | **Effective Public Speaking** | 2022
- Lexica Training Institute | **Advanced TESOL Education** | 2021
- Global Language Training | **Master Certification, TEFL** | 2016
- Transformation Academy | **CBT Coach Certification** | 2022
- HR Certification Institute (HRCI) | **Driving Inclusion with Empathy** | 2022
- NovoEd | **Learning Experience Design: From Ideas to Impact** | 2023
- LinkedIn Learning Certification Path | **Become an Instructional Designer** | 2022
- LinkedIn Learning Certification Path | **Build Your Skills as an Instructional Designer** | 2022
- LinkedIn Learning Certification Path | **Advancing Your Skills As an L&D Professional** | 2023

Technical Skills

Adobe Captivate - Adobe Creative Cloud - Articulate Storyline - Articulate Rise - Canva - Excel* - Jira
Google Suite - HTML* - Panopto - PowerPoint* - ServiceNow - Word* - WordPress - Zoom
*Earned Skill Badge Via LinkedIn

Volunteer Service

Religious Organizations

Minister

- Applied adult learning techniques and best practices to enhance the learning experience
- Utilized effective communication, training, and interpersonal skills to facilitate learning
- Selected and applied appropriate methods such as e-learning, videos, and social learning
- Taught ESL and rehabilitative reading and writing as well as religious content to adults
- Participated in live teaching demonstrations for audiences of up to 1500 in English and Hindi
- Traveled to Mexico, Belize, the islands of Trinidad and Tobago, and throughout the US to participate in teaching work, training sessions, and construction projects
- Trained other volunteers in ESL, waste management, kitchen safety, construction safety, technology use, and Hindi language oral presentations
- Worked in food preparation and distribution, disaster-relief organization, engineering, CAD and design, painting, concrete, framing, waste management, cleaning, and night watch
- Volunteered full-time from 2007 to 2019 and continue to volunteer as needed

Accomplishments

- Authored a children's book, [Audge Podge](#), for global distribution ISBN 978-1-257-42396-5 published in 2007
- Published a self-help book, [I Want My Family Back](#), for local distribution in 2011
- Created numerous guides, workbooks and instructional materials for private distribution among homeschool co-ops from 2003-2016
- Operated as a registered private school from 2012-2015