

# KALEIGH DOAN

Instructional Designer ♦ Training Facilitator ♦ eLearning Developer

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**Time Zone:** Eastern Standard (GMT-5)

Creative, self-driven Learning & Development expert who is eager to utilize my instructional expertise, attention to detail, eye for visual design aesthetics, and collaboration skills to curate courseware that drives learning outcomes.

Skilled at organizing complex information from multiple sources into logical learning paths, developing innovative solutions to challenging problems, forming relationships with stakeholders, and managing multiple projects simultaneously in a fast-paced environment with minimal supervision. View my portfolio at [www.kaleighdoan.com](http://www.kaleighdoan.com).

- ◆ Instructional Design
- ◆ ADDIE & SAM
- ◆ Instructor-Led Training
- ◆ Microlearning
- ◆ SME Collaboration
- ◆ Vyond (Animation)
- ◆ TechSmith Camtasia
- ◆ Assessment
- ◆ Storyboarding & Scripting
- ◆ Technical Writing
- ◆ Microsoft Office
- ◆ Copy Editing
- ◆ Articulate Rise & Storyline
- ◆ Adult Learning Theory
- ◆ Project Management
- ◆ Curriculum Development
- ◆ Audio & Video Production
- ◆ Learning Mgmt. Systems
- ◆ Writing Objectives
- ◆ E-Learning
- ◆ SCORM
- ◆ Adobe Captivate
- ◆ Google Docs
- ◆ Metrics Management

## HIGHLIGHTS

- Designed and implemented 500+ hours of strategic learning solutions based on current research and best practices, which resulted in 95% positive learner feedback (*Prince William County Public Schools*)
- Recognized for quick request-to-result turnover time, often producing drafts in less than 48 hours (*WorkBoard, Inc.*)
- Developed a complete bundle of role-based technical product training videos to support a recent software update, which resulted in overwhelmingly positive feedback from superiors and other stakeholders (*IQVIA*)
- Increased learning outcomes by over 50% through innovative lesson design and gamification (*Social Justice School*)
- Recognized for exceptional impact on learner success through the Outstanding New Secondary Teacher of the Year award; selected out of over 300 educators (*Prince William County Public Schools*)

## EXPERIENCE

### Instructional Designer, Training • IQVIA (*August 2022 – Present*)

- Partnered with cross-functional stakeholders to analyze training needs and create a training development roadmap
- Storyboarded and scripted training videos to communicate planned content with the rest of the team
- Developed a complete bundle of role-based technical product training videos to support a recent software update, which resulted in overwhelmingly positive feedback from superiors and other stakeholders
- Increased user engagement with training videos through music, annotations, interesting visuals, and differentiated voice personas
- Collected information from cross-functional colleagues to aggregate data into comprehensible training metrics documentation in order to better understand how to increase value for clients

### Instructional Designer • WorkBoard, Inc. (*February 2022 – June 2022*)

- Designed & developed self-paced eLearning modules with Articulate 360 to support client product engagement and prepare for the launch of the organization's LMS
- Oversaw the entire course development lifecycle, including needs analysis, SME consultation, objective writing, storyboarding, scripting, prototyping, and development

- Diminished time needed to dedicate to live training by converting a two-hour webinar into 20 concise, compelling training videos
- Recognized for quick request-to-result turnover time, often producing drafts in less than 48 hours
- Maintained brand consistency by writing customer-facing copy, working cross-functionally with the Product Management, Marketing, and Customer Success teams
- Conducted twice-monthly Virtual Instructor-Led Trainings that customers found exceedingly helpful, as evidenced by a consistent survey average of at least 4.5 out of 5

### **Founding Foreign Language Teacher • Social Justice School** *(July 2021 – February 2022)*

- Independently designed, developed, and piloted over 75 hours of instructional materials with 100+ diverse learners
- Increased learning outcomes by over 50% through innovative lesson design and gamification
- Conceptualized and produced over 40 supporting materials to supplement course content (graphics, visual design, simulations, role-plays, etc.)

### **French Teacher • Prince William County Public Schools** *(August 2017 – June 2021)*

- Recognized for exceptional impact on learner success through the Outstanding New Secondary Teacher of the Year award; selected out of over 300 educators
- Designed and implemented 500+ hours of strategic learning solutions based on current research and best practices, which resulted in 95% positive learner feedback
- Developed and facilitated engaging courseware with 500+ learners in multimedia formats, including learner and educator guides, slideware, and video demonstrations
- Wrote over 50 measurement tools to assess mastery of content and used gathered analytics to implement enhancements to improve instructional efficacy
- Independently conducted a digital transformation of learning content, converting 100+ hours of courseware to eLearning during the Covid-19 pandemic
- Mentored a team of 12 educators in instructional technology use
- Supervised, coached, and evaluated a teacher trainee, which resulted in her employment in less than 6 months

### **English Teaching Assistant • Teaching Assistant Program in France** *(October 2016 – April 2017)*

- Conducted needs analysis to establish baseline of learner knowledge and prioritize performance issues based on organizational goals
- Designed and implemented 50 hours of original curriculum with 100+ native French-speaking learners, which resulted in 97% positive learner feedback

## **EDUCATION**

**Master of Arts • Michigan State University** *(Graduated May 2021)*

**Bachelor of Arts • Hope College** *(Graduated May 2016)*

## **LANGUAGES**

**English** *(Native)* || **French** *(Fluent)* || **Spanish** *(Classroom Study)*

## **ACCOMPLISHMENTS & RECOGNITION**

- Research Presentation: “Developing Intercultural Competence through Social Justice Education” *(ACTFL National Educator Conference, 2021)*
- Fulbright-Hays Seminars Abroad Grantee *(United States Department of Education, 2021)*
- Outstanding New Secondary Teacher of the Year *(Prince William County Public Schools, 2018)*