

## Professional Summary

Instructional design professional with a background in education, training, and content development. Skilled in creating engaging learning experiences and translating complex information into clear, user focused content.

## Core Skills, Tools & Technology

Training Facilitation • Process Improvement • Visual Design for Learning • Adobe Creative Suite  
Articulate Storyline & Rise 360 • Canva • Google Workspace • Microsoft Office

## Education

M.A. Holistic Leadership, Salve Regina University

B.F.A. Creative Arts Therapy, Endicott College

M.Ed. Early Childhood Education coursework, Drexel University

## Professional Experience

### The Goddard School of Spring House, Ambler, PA

Lead Teacher | 2024 – Present

Director Sub & Office Support | Summer 2024

- Design and implement structured learning experiences tailored to individual needs
- Communicate learning progress through clear, consistent updates
- Create and manage digital content, including school communications and social media

### Chelten Child Development Center, Dresher, PA

Assistant Director | 2020 – 2022

Teacher | 2019 – 2020

- Created training materials and internal resources to improve consistency and efficiency
- Provided coaching and feedback to staff to support development
- Managed systems, documentation, and communication processes

### Siemens Healthineers, Malvern, PA

Proposal Specialist | 2018 – 2019

- Translated technical information into clear, client ready proposals
- Maintained SharePoint knowledge base and training resources
- Led update of training manuals and facilitated training on new procedures

### St. Mary Academy Bay View, Riverside, RI

Manager, International Student Program | 2016 – 2017

Admissions Coordinator | 2013 – 2016

- Designed and delivered presentations using data driven insights
- Created marketing and informational materials for diverse audiences
- Built and managed relationships with domestic and international partners