



TIMESHA REED

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PROFESSIONAL SUMMARY

Forward-thinking leader with solid background developing and enhancing programs. Meets employer and employee needs with targeted approaches to eLearning design and development. I specialize in crafting compelling learning experiences through the implementation of scenario-based eLearning seamlessly integrating AI technology into my design practices.

SKILLS

- Articulate360
- E-Learning Development
- Learning Management Systems
- Adobe InDesign
- Microsoft Suite
- Training Program Development
- Needs Analysis
- Curriculum Design

EXPERIENCE

Instructional Systems Designer February 2022 - Current
C2 Technology Solutions Inc

- Complete detailed storyboards to guide the development of instructional content, ensuring alignment with learning objectives and pedagogical best practices
- Integrate multimedia elements effectively to enhance comprehension and retention of key information
- Communicate project needs, requirements, and progress to ensure a smooth workflow and successful project outcomes
- Conduct thorough reviews and quality assurance checks on learning materials to ensure accuracy, consistency, and alignment with instructional goals
- Engage with clients and stakeholders to understand their requirements, address concerns, and incorporate feedback into the design process.
- Create iterative course content for six e-Learning, software simulations and instructor-led courses.

Learning Experience Designer June 2022 - March 2024
Navigate360

- Developed engaging and interactive learning experiences using tools such as Articulate360 products.
- Created dynamic and visually appealing content for over 500 lessons that enhances the overall learning experience for diverse audiences.
- Collaborated with curriculum writers to design learner-first curricula, with a particular focus on mental health and Social-Emotional Learning (SEL).
- Utilized Vyond, Camtasia, and Adobe to produce hundreds of animated videos that complement the learning materials, making complex concepts more accessible and engaging for learners.

- Matched learning solutions to audience needs based on information from business partners.
- Actively contributed to skill-building initiatives within the team that helped to increase our NPS score by 78 points.
- Led three projects concurrently, demonstrating strong project management skills to meet and exceed deadlines.
- Implemented feedback loops and participate in regular team reflections to enhance the quality and effectiveness of learning experiences.

Instructional Designer

November 2020 - June 2022

Living Vividly, LLC

- Developed comprehensive scripts and action maps to guide the creation of engaging and effective eLearning experiences
- Utilized various tools such as Articulate Storyline, Articulate Rise, Camtasia, and Adobe Illustrator to create diverse and impactful eLearning content
- Conducted needs analyses to identify gaps and challenges, informing the creation of tailored learning solutions for users and clients
- Compiled and analyze user data to gain insights into learner behaviors and preferences
- Implemented User-Centered Design (UCD) principles, incorporating the ADDIE model (Analysis Design, Development, Implementation, Evaluation) to create intuitive and user-friendly eLearning experiences
- Collaborated on content development, ensuring accuracy, relevance, and industry best practices are reflected in the eLearning materials.

Curriculum Developer

May 2020 - March 2022

Dallas Independent School District

- Facilitated resolution of disputes among team members to uphold timelines and achieve shared goals
- Conducted in-depth research to identify and implement industry best practices, aligning learner solutions with company goals and objectives
- Provided training and coaching sessions to educators, ensuring they were well-equipped to facilitate instructor-led training sessions effectively
- Leveraged various Learning Management Systems and educational technologies to design and create courses for training and learning purposes
- Ensured seamless integration of technology to enhance the delivery and accessibility of educational content.

Reading Specialist

August 2015 - June 2020

Dallas Independent School District

- Timesha Reed - page 2 -Developed comprehensive instructional guides using Google Office and Microsoft Office, ensuring clarity and effectiveness in facilitating learning
- Transformed complex concepts into simplified instructional materials to align with learner objectives
- Designed and implemented innovative blended learning courses, employing a mix of traditional and technology-driven instructional methods
- Implemented a systematic approach to collect learner data, employing knowledge checks and exams to assess participant success
- Analyzed data to evaluate the effectiveness of instructional materials, making informed adjustments for continuous improvement

- Utilized learner feedback as a valuable resource for refining instructional design, ensuring materials are responsive to the evolving needs of the audience.

EDUCATION

Master of Education - MEd, Curriculum and Instruction The University of Texas, Arlington, TX	January 2021
Bachelor of Arts (B.A.) - Psychology Baylor University, Waco, TX	May 2013
Diploma Liberty High School	May 2009

RECOMMENDATIONS AND RECOGNITION

"I'm absolutely impressed by Timesha's outstanding contribution at Navigate360. Her work on developing a design/finished curriculum product deserves high praise, and I believe the entire Navigate360 team should be aware of her remarkable efforts. The level of engagement that her product achieves is truly commendable, thanks to the thoughtful inclusion of animations and sound effects – those subtle touches make a significant impact. I particularly appreciate the well-thought-out playlist design theme, perfectly tailored to the audience and the topic at hand. Timesha's ability to seamlessly weave this theme throughout the slides demonstrates a keen sense of design cohesion. It's evident that she paid careful attention to the details, creating a product that not only captures attention but also delivers a cohesive and immersive learning experience. Furthermore, Timesha's collaborative spirit shines through in her partnership with two other designers to ensure adherence to the timeline. Successfully dividing the workload among three individuals requires effective collaboration and communication skills, and Timesha's ability to excel in this collaborative environment is truly commendable. Her dedication to maintaining the timeline while working in a team reflects positively on her professionalism and commitment to the project's success. Kudos to Timesha for her outstanding work and for setting a high standard of excellence at Navigate360." - Senior Learning Experience Designer

"I am so lucky to work with and learn from Timesha. She sees an issue and strives to tackle it using logic and her skills in project management. She went above and beyond yet again this week to help plan out processes that will ensure we're all working on the same wavelength for the highest quality product." - Senior Learning Experience Designer

"Timesha is a gifted learning experience designer. Her lessons are well-conceived, engaging, and are always of the highest quality. Timesha's excellence at her job makes mine easier, and I appreciate it so much!" - Copy Editor Manager

"Timesha has an impeccable work ethic. She strives to be a team player and meet the demands of our job on a day-to-day basis. She understands the importance of relationships and pushes herself and her team to establish meaningful relationships with each other. She did an amazing job with our 'Learn at Lunch' presentation today and as always rocked it out. Thank you, Timesha, for all of your hard work and dedication, please know it doesn't go unnoticed. We appreciate you!" - Lead Corporate Trainer

"I would like to recognize Timesha for jumping in to correct lessons that customers were having issues with. I appreciate her doing in a timely and efficient manner so that our clients could continue working on these lessons on Monday morning. Thank you for your dedication to our team!" - Senior Learning Experience Design Manager

