



# ASHLEY OSHEA

## CONTENT SPECIALIST

### CONTACT INFORMATION

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### AREAS OF EXPERTISE

- Project Management
- Strong computer literacy
- Instructional Design
- Training
- Adobe Suite
- Articulate 360
- SmartSheet
- Microsoft Programs
- Java & HTML
- Multiple LMS Platforms  
(Wisetail, Docebo, Talent,  
Cornerstone, Workday, Totera,  
Absorb)
- Publishing
- Copywriting

### PREVIOUS EDUCATION

#### Paradise Valley Community College

*Associate of Science*

- Maintained a 3.5 GPA

#### North Pointe Preparatory

*High School Diploma*

- Graduated in top 10%
- National Honors Society

### CAREER SUMMARY

#### Instructional Designer

*GoTo Foods (FOCUS Brands LLC)*

*2023 - Present Contract Position*

Collaborated with the international team to develop and revise training materials using Adobe Suite and Microsoft PowerPoint. I applied instructional design principles to create visually engaging and user-friendly documents that effectively aligned with learning objectives. Additionally, I managed the design, editing, and layout of training materials, ensuring high-quality production while adhering to company guidelines and standards.

#### Content Specialist

*Nike*

*2022 - 2024*

I specialized in transforming complex information into clear, engaging, and accurate instructional content. My expertise in instructional design allowed me to create learning materials that resonated with diverse audiences. I efficiently managed and prioritized content requests, ensuring timely and precise publication while maintaining a high standard of quality. My role also involved conducting comprehensive content audits to ensure ongoing accuracy and relevance. I cultivated strong relationships with human resources and key business stakeholders, providing expert consultation on content development and hosting within Workday Learning.

#### LMS Content Manager

*Focus Brands LLC*

*2023 - 2024 Contract Position*

Managed the transfer of content from Wisetail LMS to Smartsheet, overseeing content for 7 brands. Organized, logged, and ensured a structured system for content, while implementing a cycle for regular audits and updates. Streamlined the addition of new content and facilitated onboarding, and created a dashboard for upper management to monitor content across brands.

#### Manager of Learning and Development

*The Joint Chiropractic*

*2021 - 2022*

Updated and maintained learning materials to ensure content relevance, developing solutions that drive business impact. Managed multiple projects with overlapping deadlines, responding promptly to team and business partner needs. Revised content for learning purposes, collaborating with external consultants when needed, while ensuring quality, accuracy, and effectiveness.

#### Learning and Content Administrator

*Angry Crab Shack*

*2016 - 2021*

Developed and maintained Learning Management Software (LMS), identifying opportunities for process improvements and providing feedback on usage and defects. Created training resources, collaborated with stakeholders to manage the course library, and developed standardized tools for reporting and tracking. Managed course revisions and history, ensuring ongoing access to learning information.