

ISABELLA LIGENZA

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OBJECTIVE

To obtain a job in the field of instructional technology and design.

EDUCATION

Master of Science – Instructional Technology
Bloomsburg University, Bloomsburg, PA

Degree Received
May 14, 2021

Bachelor of Arts - English
Area of Study – Professional Writing and Digital Rhetoric
Bloomsburg University, Bloomsburg, PA

Degree Received
May 08, 2020

EMPLOYMENT EXPERIENCE

GE Healthcare

Intern
2021

February 2021 – May

- Formatted Word and PowerPoint documents to maximize the learning outcome;
- Animated short educational/introductory Vyond videos to be used in New Hire Orientation;
- Led the Commercial Operations Team as Project Manager to organize how GE sales reps find and access workflows and job aids;
- Created custom graphic design elements like certificates and badges to be used in training situations.

The Writer's Workout

Internship Coordinator
2021

January 2020 – May

- Reviewed resumes and cover letters to determine if applicants will move on to the interview phase;
- Conducted interviews with applicants;
- Communicated with colleges/universities to ensure interns receive credit for their internship;
- Evaluated the internship program and makes adjustments to better suit the interns' needs.

Bloomsburg University – Instructional Technology and Design Department August 2020 – Nov 2020

Graduate Assistant

- Used authoring tools (Storyline) to create interactive and aesthetic eLearning courses for clients;
- Animated short educational videos in Vyond to visually summarize the lessons for MSITD course "eLearning Concepts and Techniques";
- Created graphics that are presented on the MSITD social media platforms.

The Writer's Workout
2019

July 2019 – November

Intern

- Read, judged, and scored participants short stories weekly based on the specific criteria for that week (12-17 entries per week);
- Wrote personal feedback to the authors for each entry (between 250 and 1,000 words);
- Edited the winning entries at the end of the writing competition;
- Created short writing prompts for a 30 day social media writing challenge that would take place after the internship ended;
- Worked collaboratively with other interns and staff members to complete tasks for weekly meetings.

Davis Household, Tamaqua, PA

May 2015 - 2017

Child Care Specialist

- Cares for 3 children, ages 7 months to 6 years, on a weekly basis;
- Transports older children to and from school and extracurricular activities;
- Responsible for meals, bathing, and putting children to bed a minimum of two nights per week.

Clover Yoga Studio, Orwigsburg, PA
2017

May 2017 - August

Child Care Supervisor

- Cared for and supervised 1-6 children (ages 1-4) while their parents took yoga classes in the studio;
- Engaged the children in educational and entertaining activities;
- Fed the children breakfast or a snack (depending on time of day);
- Cleaned the childcare room and kitchen after each shift.

RELATED SKILLS AND ABILITIES, HONORS, AND ACTIVITIES

Computer Skills:

- Microsoft Office - Advanced
- Microsoft PowerPoint - Advanced
- Microsoft Excel - Proficient
- Adobe Photoshop - Advanced
- Adobe Illustrator – Advanced
- Adobe InDesign - Intermediate
- Adobe Dreamweaver – Proficient
- Adobe Captivate - Proficient
- WordPress - Advanced
- Storyline – Advanced

Dean's List

John E. Morgan Foundation Scholarship

Sigma Tau Delta – International English Honor Society

Bloomsburg's Alumni Volunteer of the Month – November 2020

References available upon request.