Sara Van Dyke

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570-367-8412, Mifflinburg, PA

#### **Education:**

Master of Science in Instructional Design and Technology, Corporate Track at Bloomsburg University Bachelor of Arts in Communication Studies and Art Studio at Bloomsburg University

### **Technical Skills:**

- eLearning Software: Articulate Storyline, Articulate Rise, Adobe Captivate, LearnBrite, and Elucidat
- Graphics Software: Canva, Adobe Illustrator, and Adobe Photoshop
- Audio and Video: Camtasia, Adobe Premiere Pro, and Audacity
- Website Software & Programming Languages: HTML 5, CSS, JavaScript, Dreamweaver, and Brackets
- LMS/CMS: WorkRamp and Media Valet

# **Instructional Design Skills:**

- eLearning Development
- Storyboarding
- · Script writing
- Content creation
- Technical Writing
- Curriculum development for VILT, ILT, web-based, and self-guided courses: technical and soft skills
- Graphic and visual design
- Web design and development
- Implementing Adult Learning Theories and eLearning trends
- Building interactions that satisfy objectives

## **Soft Skills:**

- Intentional relationship building
- Time management
- Impactful communication

#### **Experience:**

Housecall Pro: November 2022-Current

Senior Associate Instructional Designer & Developer

- Storyboards and develops eLearning courses using Articulate Storyline 360 and Rise
- Builds ILT training materials including presentation decks, facilitator guides, participant guides, technology guides, job aids, and assessments
- Collaborates with SMEs and stakeholders to scope projects, analyze learning needs, formulate learning objectives, and develop instructional materials that meet identified learning goals
- Leads quality assurance initiatives and standardizes new review processes
- Collaborates with cross-functional teams to ensure quality training content is implemented on time
- Demonstrates gamification, microlearning, accessibility, and inclusive design to create compelling and interactive eLearning experiences

Aptara Corp: August 2021- November 2022

Learning Experience Designer & Developer

Designed and developed eLearning courses, animations, and job aids

- · Created portfolio pieces to display on Aptara's website and social media platforms
- Collaborated with cross-functional teams and SMEs to create high quality eLearning deliverables
- Demonstrated storyboarding, graphic design, content creation, script writing, and development skills
- Worked with a variety of clients across multiple projects including the following:

Workiva: January 2022-November 2022 (contract through Aptara)

- Designed and developed up to five eLearning courses per quarter using Rise, Storyline 360, and Camtasia centered on both soft skills, technical skills, onboarding, new hire, and manager training
- Spearheaded accessibility and globalization initiatives
- Documented and refined L&D processes for workflow and training purposes
- Collaborated with SMEs twice a week
- Strategized an L&D badging initiative and designed six digital badges using Adobe Illustrator
- · Created storyboards and wrote scripts for four microlearning animations
- Managed courses on Workramp (LMS) and organized content into Learning Journeys, Paths, and Guides
- Worked with cross-functional teams to scope projects, identify learning needs, and close knowledge gaps

DaVita Dialysis: October 2021-January 2021 (contract through Aptara)

- Created content for four eLearning courses, facilitator guides, and participant guides using Microsoft PowerPoint and Word
- Utilized the ADDIE Model to provide a structured framework for course development and delivery
- Cross-coordinated with external teams to gain resources and meet deadlines
- Met with clients and stakeholders once every two weeks to communicate course progress

Robinhood: September 2021-November 2021 (contract through Aptara)

- · Wrote scripts and created storyboards for four animations using a microlearning approach
- Managed an external development team to guide the creative process and ensure quality
- Collaborated with SMEs and stakeholders once a week
- Wrote two proposal letters outlining the scope and details of each animation
- · Secured an additional contract with Robinhood after presenting said animations

**Uber:** August 2021-September 2021 (contract through Aptara)

- Met with SMEs and stakeholders twice a week to report course progress and confirm understanding
- Designed and developed three modules, facilitator guides, and participant guides using Microsoft PowerPoint
- Refreshed four existing courses using a microlearning approach

# The Hershey Company: May 2021- August 2021

Learning Experience Designer & Developer, contract position

- Designed and developed two eLearning courses using Articulate Storyline 360 for Sales Enablement
- Created storyboards, wrote scripts, and developed four Vyond animations
- Conducted and recorded interviews with six Sales managers, edited them using Camtasia, and embedded into a Storyline module
- Collaborated with SMEs once a week to gain resources, confirm understanding, and honor project timelines