Kelly Robertson, M.Ed.

Portfolio: www.KMRCommunitySolutions.com

PROFESSIONAL SUMMARY

Results-driven instructional designer and educator with expertise in curriculum development, e-learning, needs analysis, assessment design, content writing, data analytics, and educational technology. Leverages an educator's perspective to create scalable, impactful e-learning solutions.

PROFESSIONAL EXPERIENCE

Instructional Designer 04/24-Present

Educational Design Consulting – Freelance, Remote

- Designed and developed eLearning medical course by transforming training into interactive, learner-centered online experiences.
- Integrated AI tools to create instructional storyboards and supporting visuals using AI tools, streamlining the eLearning workflow.
- Conducted a comprehensive needs assessment of a school's dyslexia curriculum; evaluating scope and sequence; providing recommendations to improve instructional alignment and learning outcomes.
- Performed quality assurance reviews to ensure training content met instructional and organizational standards.

Instructional Designer 08/24 - Present

York & Yours: Creative Education Solutions – Freelance, Remote

- Partnered to refine the development of (ILT) and (VILT) materials using adult learning principles and evidence-based learning strategies.
- Applied instructional design to simplify complex information into clear, accessible training for veterinary technician trainees.

Instructional Designer 02/22-Present

KMR Community Solutions – Freelance, Remote

- Created and delivered engaging training materials with a focus on clarity, learner engagement, and organization.
- Leveraged strong technical writing, editing, and analysis skills to produce a high-quality 9th Grade Scope & Sequence with consistency and accuracy.
- Applied backward design principles to align Montessori curriculum across all core subject areas with Florida State Standards and Benchmarks, ensuring standards-based learning objectives and instructional coherence.
- Authored an adolescent Practical-Life curriculum with developed assessments and knowledge checks based on learner feedback.

Instructional Designer / Consultant 02/21-Present

S.A.F.E.in the Panhandle – Santa Rosa Beach, FL

- Developed an ILT course on internet safety with learner-centered training content, and supporting documentation to enhance knowledge transfer and learner engagement.
- Collaborated with law enforcement, business, and education professionals to integrate diverse expertise into functional curriculum.

CONTACT

- robertson.kellymarie@gmail.com
- 732- 991-8131
- Santa Rosa Beach, FL

SKILLS

Specializations and Technical

- E-Learning Design & Development
- ILT/VILT Development
- Curriculum & Assessment Development (ADDIE, SAM)
- Scheduling & Coordination (Shiftboard, Clickup)
- Quality Assurance
- Storyboard Creation
- Script Writing & Editing
- Graphics Customization
- Articulate Storyline and Rise
- Camtasia
- Canva
- Generative AI Tools & Prompt Engineering

Project Management

- Methodologies: Agile, Waterfall, Kanban
- Tools: Shiftboard, ClickUp, Google Workspace, Microsoft Office Suite

PROFESSIONAL EXPERIENCE CONTINUED

Lead Middle School Teacher 08/13-05/26
South Walton Montessori Academy, *Santa Rosa Beach, FL*

- Implemented Montessori-based blended learning using educational technology to sustain student engagement and learning continuity.
- Facilitated and evaluated Parent Education programs on the Middle School Scope & Sequence, teen positive discipline, and adolescent social-emotional skills.
- Developed engaging training content that supported both classroom and virtual learning environments while improving learner comprehension and retention.
- Designed, administered, and interpreted assessments that accurately measured student understanding and growth over time.
- Monitored student progress and adapted instructional strategies to meet the diverse challenges and learning needs of approximately 100 students.

Speaker and Consultant 2015
American Montessori Society: Annual Conference, Philadelphia, PA

- Nationally selected to present a workshop, for 125 adult learners, on emerging educational trends and behavioral diversity among Secondary I-II students.

Project Manager / Group Travel 03/09-05/25

- Led logistics and program coordination for group learning experiences (up to 300 participants), including: itinerary development, transportation, and accommodations for domestic and international programs.

Event Planner / Project Manager 03/09-05/24
KL Associates and *It's A Shore Thing*

- Collaborated with vendors, SMEs and CEOs; coordinated and tracked deliverables; managed schedules; QA.

Project Management / Green Room 03/15-05/18
Cultural Arts Alliance - 30A Singers Songwriters Festival

- Managed green room operations for performing artists and their teams, ensuring a welcoming, organized, and professional backstage environment throughout the event.
- Coordinated artist hospitality and backstage logistics, including fulfilling artist requests, maintaining supplies, and ensuring accommodations met performer needs.

Associate Operations Manager 12/02-03/09
Gap, Inc., Menlo Park, Woodridge, Paramus, NJ

- Managed daily operations for a high-volume retail location, created and maintained employee schedules to align staffing levels with business needs; led interviewing, onboarding, and performance management.

EDUCATION & CERTIFICATIONS

Getting Started with AI Assistant in Articulate 360: LinkedIn Learning 2026

Google Project Management Certification: Google by Coursera 2022

Comprehensive Equipping: Fight Child Sex Trafficking Certification 2021
Association for the Recovery of Children (ARC)

American Montessori Society - Secondary I and II Credentials 2012
Houston Montessori Center, Houston, TX

Teaching English to Speakers of Other Languages Certificate (120hrs) 2011
The International TEFL Corporation, London, England

Master of Education: Curriculum Development & Design 2009
Regent University – Virginia Beach, VA