

# SANDRA GARCIA

[Online Portfolio](#) | [LinkedIn Profile](#) | [SandraGarcia.SLBD@gmail.com](mailto:SandraGarcia.SLBD@gmail.com) | 813-508-3313

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## PROFESSIONAL PROFILE

***Instructional Designer with 18 years of experience in the learning sphere. Passion for creating meaningful, engaging, and effective learning experiences.***

Bilingual (Spanish/English) | Attention to Detail | Effective Planning & Organization | Adaptable & Flexible | Reliable | Committed to Learning & Excellence | Independently Driven | Great Communicator | Professional & Collaborative

## TECHNICAL SKILLS

Instructional Design | Content Analysis | Learning Development | Learning Theories & Methodologies | Articulate 360 | Adobe Acrobat and Premier Pro | MS Office Suite | Snagit | Google Docs and Workspace | WellSaid Labs

## RECENT PROJECTS (click project title to see a sample)

- [Dupont](#) – Created Storyboards in Microsoft Word for development in iSpring.
- [PPL](#) – Converted a series of in-person training into eLearning using Agile development in Articulate Rise.
- [University of New Brunswick](#) – Gathered and analysed content to develop a distance education course for nurse educators and preceptors using Articulate Rise.
- [Avis Budget Group](#) – Designed and developed technical, customer service, and soft-skills training for new hire onboarding and leadership teams.

## SUMMARY OF QUALIFICATIONS

- Training design and development using instructional design best practices.
- Transforming face-to-face training and presentation content into eLearning using applicable interactions.
- Gathering and analyzing content, creating storyboards and content outlines to design interactive training.
- Working with SMEs and conducting independent research to create training content.
- Project management skills with ability to multi-task multiple projects and meet tight deadlines.
- Developing learning objectives and assessments that accurately target and measure desired learner outcomes.

## EDUCATION and CERTIFICATES

- Certificate in Instructional Design, Association for Talent Development (2022)
- Master of Arts, Educational Leadership – Saint Leo University at Saint Leo, St. Petersburg, FL (2013)
- Bachelors in Elementary Education – University of South Florida at Tampa, FL (2004)

## EMPLOYMENT HISTORY

**Instructional Designer** – Third Power Training | July 2022 to Present

- Collaborate with SMEs to gather content for creating interactive learning for clients in various industries.
- Create and define content and training curriculum for technical and non-technical audiences.
- Develop storyboards and detailed content outlines for eLearning development.
- Implement and maintain quality assurance standards for learning development.
- Review all content and functions of all learning materials for quality standards and provide feedback.
- Implement feedback from SMEs to developed training.

**Assistant Principal, Teacher** – Hillsborough County Public Schools | August 2005 – June 2022

- *Assistant Principal* - Enhanced learning environments facilitating the development of structures for school-wide programs.
- *Middle School Math Teacher* - Developed and implemented targeted lessons and provided direct feedback to promote academic excellence.