Grace Carter
Instructional Designer

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I have over 8 years of experience in eLearning and training development with a broad skillset in instructional design and course development. I am well-versed in ADDIE, SAM, and rapid prototyping instructional design models. Additionally, I bring a strong background in graphic and web design to educational and training programs. Passionate about understanding how adults learn, I strive to design user-focused programs, balancing the needs of the business and needs of the learner.

Skills Summary

- o eLearning and instructor-led design
- o Assessment design
- o Script writing
- o Audio and video editing
- o User experience design
- o Gap and needs analysis
- o Graphic design
- o HTML5, CSS, JavaScript development

Software

- o Articulate Storyline
- o Captivate
- o Camtasia
- o Adobe Photoshop
- o Adobe Illustrator
- o Adobe InDesign

Related Experience

Instructional Designer at CSU-Global
November 2017 to present
I am responsible for project management and instructional design for online courses, both new courses and updates.

- o Scheduling timeline of deliverables and coordination among team members
- o Monitoring progress of subject matter experts to ensure we meet deadlines
- o Creating course development documents
- o Course mapping
- o Creating learning scenarios, CYUs, and mastery exercises

Independent eLearning Contractor at Pearson Education
August 2016 to November 2017
In this contract position, I provided quality assurance and course updates focusing on:

- o Asset rights management
- o Accessibility and ADA compliance
- o Consistency in images and design themes

Instructional Designer/Developer II at Dish Network
January 2016 to August 2016
I built online corporate training modules for in-house staff.

- o Created learning scenarios
- o Gap analysis on current materials and training needs
- o Scriptwriting
- o Audio production and editing

Independent Contractor at O'Donnell Learn
February 2015 to October 2015
I served as a SME for environmental science and developed curriculum and course material for online presentation to adult learners.
- o Needs analysis and development of skill maps
- o Development of new curriculum and content
- o Development of relevant assessment activities
- o Design of interactive activities

Independent Contractor at Pearson Education
March 2014 to March 2015
I worked on various projects providing technical and content quality assurance for online courses:
- o Proofreading of materials in preparation for online delivery, revisions
- o Quality-checked courses for ADA compliance

Multiple eLearning positions at Westwood College Online/Alta Colleges
eLearning Systems Manager: July – December 2007
Course Development Technician (same role, new title): June 2005 – July 2007
Program Design Manager: May 2004 – June 2005
As eLearning Systems Manager, I managed
- o Planning and implementing course roll-out each term
- o User permissions and enrollments
- o Course development team
- o Liaison between Westwood and eCollege on technical issues
As Program Design Manager and Course Development Technician:
- o Development and delivery of online courses
- o Working with subject matter experts

Education and Service
Certificate in UI/UX Design - Boulder Digital Arts
Bachelor of Exercise and Sport Science - Southwest Texas State University, San Marcos, Texas