

# Michelle A. Cordero

INSTRUCTIONAL DESIGNER

## CONTACT INFORMATION

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## SKILLS

### // TECHNICAL

Microsoft Suite  
Google Suite  
TechSmith Camtasia  
Adobe Captivate  
Articulate 360  
Storyboarding  
LMS Administration

### // PROFESSIONAL

Public Speaking  
Learning Solutions  
Time Management  
Adult Learning Theory  
Bilingual (Spanish)  
Communication  
Adaptability

## PROJECTS

### “YouPrep”

Four-week fundamentals program for first-year teachers with no formal training in education.

- Synchronous & asynchronous
- Blended instruction
- Adobe Captivate and Canvas LMS

### “Parent Academy”

A course designed to teach parents of first-generation students how to effectively communicate with their child’s teacher and be involved in their education.

- In-person synchronous
- Bi-lingual instruction
- Microsoft PowerPoint

## PROFESSIONAL EXPERIENCE

### TEACHER

Somerset City Arts Academy | Miami, FL

Aug. 2014 – Present

- Led virtual education transition for students, teachers, and families during the COVID-19 pandemic including the creation of instructional videos for 27 schools that reached 11,000 views on YouTube within 2 months
- Developed and delivered professional development courses for educators. Such as led in-person course on “Grit through Growth Mindset” for 120 teachers
- Create research-based, technology-infused, and interactive learning experiences
- Analyze qualitative and quantitative data to monitor and modify instruction
- Collaborate with education professionals, both in-person and remotely, to develop effective instruction

### EDUCATION CONTENT MANAGER

Save the Water™ Non-Profit Organization | Remote Volunteer Position

Feb. 2020 - Present

- Responsible for interviewing, onboarding, and training new volunteers
- Ensure materials align with the organization’s goals, branding, and standards of quality
- Facilitate meetings and manage communications between internal and external stakeholders
- Provide leadership for the Education Content Team by managing and supporting all job duties, targets, and goals while creating and evaluating KPI’s. Ensure they are adequately prepared to fulfill their duties
- Lead Save the Water’s Education Content development strategy for the website
- Developed strategic plan, project timeline, and roadmap for Education Content Team

### EDUCATIONAL PROGRAMMING INTERN

Smithsonian National Air & Space Museum | Washington D.C.

Summer 2017

- Created and conducted blended training course for over 100 museum workers
- Assisted in the planning and execution of Family Day operations which welcomed over 14,000 visitors
- Produced educational material and interactive demonstrations for museum visitors

### TRAINING MANAGER

Ibiley School Uniforms & More | Miami, FL

Jul. 2011 - Aug. 2012

- Developed and implemented product knowledge, customer service, and general store policies in-person training for new employees using Microsoft PowerPoint
- Created and delivered learning outcomes assessment

## EDUCATION

### MASTER OF EDUCATION IN LEARNING DESIGN & TECHNOLOGY

University of Southern California, GPA: 3.9 | Los Angeles, CA

Spring 2019

- Utilized ADDIE Model to conduct needs analysis
- Collaborated with subject matter experts to create training materials
- Captured and edited video for integration into e-learning courses
- Relevant courses: Learning & Motivation; Research Methods & Data Analysis; Media Selection & Evaluation; Assessment & Evaluation; Lifespan Development

### BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION

Florida International University, GPA: 3.48 | Miami, FL

Spring 2014