

Kathleen Simmons

Instructional Design & Support Professional California, United States

SUMMARY

Instructional Design & Support professional with six years of experience using Canvas LMS. Collaborates with faculty to design inclusive learning content and monitor progress. Open to pursuing LMS Administration Certification to advance project coordination and workflows.

TECHNOLOGY PROFICIENCY

- Learning Platforms & Media: Canvas LMS, Camtasia, Snagit
- Authoring Tools: Articulate 360 (Rise, Storyline)
- Design Tools: Adobe Creative Cloud (Photoshop, Illustrator, InDesign)
- Collaboration: Microsoft Office, Google Workspace, Zoom, Slack
- Version Control & Web: GitHub, HTML (Working knowledge)

CERTIFICATION

- Digital Design (Adobe Photoshop, Illustrator, InDesign) — San Diego College of Continuing Education (2024)

EDUCATION

- Master of Science in Instructional Science & Technology, California State University, Monterey Bay – Seaside, CA (2022–2023)
- Bachelor of Arts in Humanities & Communication (Minor: Nonprofit Management), California State University, Monterey Bay – Seaside, CA (May 2021)

SKILLS

COURSE ADMINISTRATION & INSTRUCTIONAL SUPPORT

- Designed accessible learning content with faculty, supporting diverse learners outcomes.
- Provided resources for integrating content into Canvas LMS.

PROJECT COORDINATION & COLLABORATIVE TEAMWORK

- Coordinated instructional projects from concept to delivery.
- Partnered with multidisciplinary teams to design and implement strategies.

CURRICULUM DESIGN & DEVELOPMENT

- Developed curriculum from learning objectives with defined outcomes and practice opportunities.
- Built content sections and exercises to ensure cohesive, outcome-focused learning experiences.

PROFESSIONAL EXPERIENCE

PROFESSIONAL DEVELOPMENT & FAMILY CARE | California, United States | 2023–Present

- Manage household coordination, including grocery planning, basic repairs, and health-related support..
- Provide digital literacy coaching, enabling senior family members to adopt essential technology practices.
- Oversight of senior family member digital assets and web responsibilities.
- Re-developing a comprehensive portfolio in WordPress, demonstrating proficiency in digital instruction.

GRADUATE STUDENT – MASTER OF INSTRUCTIONAL SCIENCE & TECHNOLOGY, California State University, Monterey Bay – Seaside, CA | 2022–2023

- Coordinated instructional teams and faculty collaboration to support course development projects.
- Applied instructional design methods and multimedia integration to support student learning modules.

STUDENT INTERN – PROGRAM DEVELOPMENT | Girl Scouts of California's Central Coast – Castroville, CA | Feb–Mar 2020

- Developed Agent of Change: The Power of Words curriculum for 4th–5th grade girls, fostering individual, team, and community growth.
- Adapted and organized program content for virtual delivery, maintaining instructional continuity during COVID-19 disruptions.