

Kathleen Simmons
Instructional Support & Design 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.

PROJECT SELECTIONS

- Developed an APA writing module for asynchronous instruction using Articulate 360 for undergraduate computer science students within Canvas LMS.
- Coordinated a multidisciplinary team to develop a learning strategy storyboard for the U.S. Army Command and General Staff College Writing Seminar Program, for advancing in rank.

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)

EMERGING WORKFLOWS

- AI-assisted content creation
- Iterative design processes
- Technical problem-solving
- AI-generated visual content
- Clear, plain-language writing

INCLUSIVE PRACTICES

- Develops instructional materials with clean, cognitive-friendly layouts to improve usability.
- Designs low-glare, clutter-free interfaces to minimize visual distraction.
- Generates colorblind-safe palettes to support institutional cohesion.
- Prioritizes plain language in instructional materials and documentation.

SKILLS

Course Administration & Instructional Support

- Designed accessible learning content with faculty supporting diverse learners.
- 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 AFFILIATIONS

Project Management Institute — National Member (2025)

CERTIFICATIONS

Digital Design — 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)

PROFESSIONAL EXPERIENCE

Professional Development & Family Care | California, United States | 2023–Present

- Provide support for essential family care tasks, ensuring continuity and efficiency.
- Provide digital literacy coaching, enabling senior family members to adopt essential technology practices.
- Stewardship of senior family member digital assets and web responsibilities.
- Redeveloping a WordPress website to demonstrate instructional design and digital technology proficiency.

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.
- Documented formative and summative evaluation metrics for the APA writing module, providing usability insights to inform ongoing course improvements.

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.