

# Kathleen Simmons

## Instructional Design Professional

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### SUMMARY

Instructional Designer with six years in higher education learning systems and more than ten years developing curriculum. Collaborates with faculty and subject matter experts to design inclusive learning experiences for multiple modalities. Skilled in project coordination, multimedia production, and evidence-based design.

### PROJECT HIGHLIGHTS

#### APA Writing Course Design | CSUMB Computer Science

- Designed an APA writing course for Computer Science students for Canvas.
- Received high effectiveness ratings from student evaluation without adding class time.

#### Learning Strategy Storyboard | USACGSC

- Managed project workflow, writing, and design for a U.S. Army Command and General Staff College writing seminar.
- Edited team content for cohesion and delivered a client-ready storyboard on time within an eight-week timeline.

### TECHNOLOGY PROFICIENCY

- Learning Platforms: Canvas LMS, Articulate 360 (Rise, Storyline), Panopto
- Media & Production Tools: Adobe Creative Cloud (Photoshop, Illustrator, InDesign), Camtasia, Snagit, Adobe Color
- Collaboration: Microsoft Office, Google Workspace, Slack, Zoom
- Web & Version Control: GitHub, HTML (working knowledge)
- Emerging Technology: Mindsmith, xAPI (in progress), Canva, Affinity Suite, AI tools

### SKILLS

#### Instructional Design

- Develops inclusive course materials grounded in learning theory and universal design principles.
- Designs assessments and learning activities with defined objectives to measure knowledge gains.

#### Project Management

- Manages instructional workflows to deliver projects on time and within scope.
- Coordinates team communication between stakeholders from concept to completion.

#### Faculty Support

- Collaborates with faculty and subject matter experts to identify and analyze course design needs.

### AFFILIATIONS

- Project Management Institute, National Member, 2025

### CERTIFICATIONS

- Digital Design, San Diego College of Continuing Education, 2024

### EDUCATION

- M.S. Instructional Science & Technology, CSU Monterey Bay, 2023

### PROFESSIONAL EXPERIENCE

#### Instructional Design Professional & Senior Family Care | Independent | 2023–Present

- Focused professional development on inclusive learning and emerging technologies.
- Applied adult learning principles to build digital independence in senior family members, among other care needs.

#### Graduate Student, Instructional Science & Technology | CSU Monterey Bay | 2022–2023

- Applied instructional design theories, multimedia production, and assessment strategies through client-based projects.
- Developed practical skills in course design, storyboarding, and collaborative project management.

#### Student Intern, Program Development | Girl Scouts CA Central Coast | Feb–Mar 2020

- Developed "Agent of Change: The Power of Words" curriculum for junior-level girls in grades 4 and 5.
- Pivoted program to virtual delivery in response to COVID-19.

#### Volunteer Grant Writing Apprentice | Girl Scouts San Diego | 2015–2016

- Assisted senior grant writers in aligning donors to funding opportunities to secure program operation.
- Provided research, administrative, and event support as needed.

#### Community Relations, Contract Employee | Teamsters Local 2010 | Oakland, CA | 2013–2015

- Traveled to multiple locations to engage and grow a diverse membership base.
- Organized outreach events and tabled to support membership participation and development.

#### Child Development Teacher | UC San Diego | 2003–2014

- Applied developmentally appropriate learning theory and curriculum design for a classroom of 24 children.
- Partnered with colleagues and families to assess and track individual learning progress.