

PROFESSIONAL EXPERIENCE

INSTRUCTIONAL DESIGNER

Rio Salado College • Tempe, AZ • 2019 – Present

- Lead instructional design for online courses across multiple disciplines, including business, insurance studies, entrepreneurship, computer technology, STEM, and computer science, ensuring rigor and consistency across disciplines.
- Collaborate with faculty and subject matter experts to guide curriculum design, assessment development, and competency alignment in support of program-level outcomes.
- Direct end-to-end course development processes, from proposal through go-live, ensuring instructional quality, institutional alignment, and readiness for delivery.
- Mentor faculty on adult learning theory, universal design for learning, and student-centered teaching strategies to support diverse learners and persistence.
- Promote effective technology integration to strengthen learning outcomes and engagement.
- Serve on a cross-functional committee to design and implement a new Assessment Management System, representing instructional design and faculty perspectives to improve assessment workflows and faculty adoption.

AI Leadership & Innovation

- Develop and steward faculty and student-facing AI usage guidelines, including assessment design models, responsible-use frameworks, and assignment templates aligned with academic integrity expectations.
- Partner with faculty to create AI-enhanced instructional methodologies and scenario-based assessments that increase student agency and mirror real-world business decision-making.
- Provide training, consultation, and guidance on generative AI tools, ethical use, prompt design, and implications for academic integrity.
- Cooperatively shape the college-wide AI Instructional Roadmap and internal professional development initiatives.
- Lead peer instructional designers in AI adoption by researching, piloting, and translating emerging tools into presentations and hands-on workshops that improve workflow efficiency and expand multimodal learning options to better support diverse learners.
- Collaborate and network cross-institutionally with instructional design teams nationwide to benchmark AI-enabled best practices and support shared learning through emerging communities of practice.
- Partner with the Associate Dean of Instructional Design and Technology to co-lead internal communities of practice that advance AI adoption, strengthen pedagogy, and enhance student learning experiences.

Experience continued on next page

EDUCATION

❖ MEd – INSTRUCTIONAL DESIGN

Western Governors University • 2018

❖ MS – POSTSECONDARY ADULT EDUCATION

Portland State University • 2008

❖ GRADUATE CERTIFICATE – TEACHING ADULT LEARNERS

Portland State University • 2008

❖ BA – BUSINESS ECONOMICS

Westmont College • 1992

AREAS OF EXPERTISE

- Instructional Design & Curriculum Development
- AI in Teaching, Learning, & Assessment
- Business Operations & Customer Service
- Corporate Training & Business Software
- Organizational Leadership & Faculty Support
- Online Learning & Educational Technology
- Business Communication & Professional Skills
- Data-Driven Course Design & Quality Assurance

TECHNOLOGY EXPERTISE

- **AI Tools:** ChatGPT, Claude, Gemini, Copilot, Boodlebox, NotebookLM, Napkin AI
- **Business Software:** Microsoft Office Suite, Google Workspace, Adobe Creative Cloud
- **Collaboration Tools:** Camtasia, Zoom, MS Teams, Adobe Connect, Webex, Google Meet
- **LMS Platforms:** RioLearn, D2L Brightspace, Canvas, Blackboard
- **Web & Development Tools:** HTML, CSS, JavaScript, WordPress, Dreamweaver, VS Code

RECENT CONFERENCES & PROFESSIONAL DEVELOPMENT

- EDUCAUSE Learning Lab: Using Instructional Design to Drive Collaboration
- EDUCAUSE 2025 National Conference
- EDUCAUSE Teaching with AI
- MCLI Artificial Literacy
- AAC&U AI Institute
- ACUE AI Quick Study Course
- CourseArc Principles of Instructional Design
- ACUE Inclusive Teaching for Equitable Learning
- Instructional Technology Council eLearning Conference
- Quality Matters Professional Development
- Innovations Conference

PROFESSIONAL EXPERIENCE, CONTINUED

MCCCD FACULTY

Adjunct, Rio Salado College & Mesa Community College, CIS / STEM / Business • 2017 – Present

Full-Time OYO, Mesa Community College, CIS • 2018 – 2019

- Deliver instruction across multiple disciplines including technology, business applications, computing fundamentals, and digital skills, supporting workforce-aligned and transfer pathways.
- Apply universal design principles and accessibility standards to course delivery, ensuring equitable learning experiences for diverse student populations.
- Drive student persistence and course completion through proactive student support, timely communication, and individualized feedback.
- Adapt to evolving institutional needs by supporting multiple programs, modalities, and initiatives, including rapid course redevelopment, AI integration, and cross-department collaboration.

FULL-TIME FACULTY

Portland Community College • Portland, OR • Computer Applications & Web Technologies • 1998 – 2018

- Designed, implemented, and taught curriculum in business productivity tools, digital communication, web technologies, information systems, and workplace applications across multiple modalities.
- Advised degree- and certificate-seeking students on academic planning, program navigation, and career readiness skills, supporting informed progression and completion.
- Led the CAS department as Subject Area Chair, guiding shared-governance curriculum planning, program-level assessment, and alignment of learning outcomes across courses.
- Mentored and coached faculty on instructional quality, online pedagogy, and effective integration of educational technologies to improve student outcomes.
- Led adjunct-faculty onboarding, training, and ongoing support, ensuring consistency in course delivery, instructional quality, and student engagement at scale.
- Served on the college-wide Curriculum Committee as part of shared-governance leadership model, collaborating with faculty and administrators to review and approve curriculum outcome guides for new and revised courses to ensure institutional alignment, academic rigor, and compliance.
- Advanced early college and workforce pathways in role as Faculty Liaison to local high schools participating in dual-credit partnerships.

CORPORATE TRAINER & BUSINESS ANALYST

The Laughlin Group • Beaverton, OR • 1995 – 1999

- Delivered onsite and virtual training to business clients on corporate- and enterprise-structure and compliance software enabling effective adoption and operational use.
- Earned promotion from Administrative Assistant to Corporate Trainer based on demonstrated performance, business operations expertise, and client impact.
- Designed and produced user documentation, training materials, and workflow guides adopted organization-wide.
- Collaborated with executives and technical teams to assess training needs, improve software usability, and align system functionality with operational processes.
- Provided cross-department support in reporting, data organization, and customer service, contributing to streamlined operations and client satisfaction.

ESCROW TITLE ASSISTANT

Santa Barbara Bank & Trust • Santa Barbara, CA • 1992 – 1995

- Coordinated real estate escrow closings, preparing financial and legal documentation for buyers, sellers, and lenders.
- Ensured accuracy of title reports, regulatory compliance, and timely processing of funds.
- Delivered customer support to clients navigating complex financial and legal processes with clear communication and responsive service.
- Assisted escrow officers by managing deadlines, resolving discrepancies, and maintaining precise records to ensure smooth closings.