

Monika Duke

INSTRUCTIONAL DESIGNER

Idaho Falls, Idaho

208.206.2789

monikaneherduke@gmail.com

BRIEF SUMMARY

Experienced instructional designer with over **11 years** in education and design. Seeking a role to apply innovative strategies, collaborative skills, and a proven track record of creating impactful learning experiences that engage and educate. Committed to enhancing learning outcomes through effective design and development.

EXPERIENCE

Phi Gamma Delta Fraternity • Learning Experience Designer

November 2023- Current

- Create learner and educator guides, slideware, video demos, and games. Simultaneously, gather and analyze data to consistently refine and optimize instructional processes.
- Executed rigorous quality assurance checks on all training materials, maintaining a 98% accuracy rate and ensuring a consistent and polished learning experience for participants.
- Designed and implemented comprehensive educational programs, creating engaging instructional materials such as presentations, manuals, e-learning modules, and multimedia content.
- Conducted assessments to measure program effectiveness, using data-driven insights to continuously improve instructional strategies and materials based on member feedback.
- Collaborated with fraternity leadership and national headquarters to ensure educational initiatives met organizational objectives, policies, national standards, and relevant regulations.
- Increase learning outcomes from 48% to 85% by identifying gaps and changing instruction to target learners needs by implementing multiple learning strategies.
- Demonstrated functional expertise in digital training, content development and training facilitation resulted in a learning increase of 78%.

HairClub • Learning Experience Designer + Trainer

June 2022- August 2023

- Oversaw a holistic Learning Management System (LMS) for employees and franchises, facilitating smooth resource access and learner progress tracking for 900+ employees, achieving an 85% retention rate.
- Performed needs analyses to identify business objectives and enhance experiences, leading to a 60% rise in training effectiveness and alignment with organizational goals and training development.
- Conducted thorough gap analysis, needs assessment/research, and evaluations with adult learners, resulting in a 95% improvement in comprehension and application.
- Analyze educational needs and delineate precise learning objectives, contributing to a 25% enhancement in training alignment with organizational objectives.

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EXPERIENCE

H10 Artificial Intelligence • Instructional Design

Freelance

Jan 2022- June 2022

- Devised and crafted strategic, innovative learning content rooted in adult learning design principles, leading to a 40% rise in learner engagement and proficiency, assessed through feedback and scores.
- Successfully designed and developed interactive e-learning modules that increased learner engagement and comprehension by 30%, utilizing a variety of authoring tools and multimedia elements.
- Created and executed formative and summative assessments, measuring learning outcomes and prompting a 25% increase in post-training application.
- Leveraged instructional design best practices to transform technical training content into user-friendly, step-by-step tutorials, resulting in a 40% reduction in customer support inquiries.
- Collaborated closely with subject matter experts, graphic designers, and multimedia specialists to create visually appealing and impactful learning materials, enhancing the overall learning experience.
- Implemented microlearning content creation strategies to deliver bite-sized, targeted content, with visual aids, resulting in a 20% reduction in training time and increased retention rates among learners

Educator • Instructional Design

District 93/ Mountain Valley Elementary

Sept 2017-June 2022

American Preparatory Academy West Valley 2

April 2013 – August 2017

- Create web-based virtual learning experiences for diverse audiences using multiple eLearning software's.
- Assess effectiveness of e-learning resources through a variety of assessments and author learning evaluation tools with an increase of learning of 75% with each resource.
- Collaborated with stakeholders to define learning objectives and performance metrics, aligning instructional strategies with business objectives and driving a measurable impact on key performance indicators.
- Crafted captivating course content using diverse tools and collaborative media, fostering engagement. Conducted thorough skill gap analyses to identify performance gaps and ascertain precise learning requirements.
- Transformed technical content into user-friendly tutorials, resulting in a 40% reduction in customer support inquiries and improved user adoption.
- Successfully orchestrated onboarding for 100 students through a targeted instructional design project, exemplifying impactful training skills.

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EDUCATION

Western Governors University: Master of Science in Learning Experience Design in Education Technology

Brigham Young University- Idaho: B.S Elementary Education

CERTIFICATIONS

Microsoft Word Expert
Teacher Transition Instructional Designer Course
Microsoft Suite Expert

Advanced Tools in Google
Cathy Moore Action Mapping

SKILLSET

Curriculum Development | ADDIE | **Storyline 360** | **Articulate Rise** | Microsoft Office Suite | Canva | Zoom | **Camtasia** | PowerSchool | Google Classroom | **Adobe Captivate** | Adobe Creative Suite | Leadership | Problem-Solving | Learning Management | Cross Functional Team | Adaptability | Time Management | Project Management Skills | Storyboard | Special Education | **Adult Learning** | Action Mapping | Human Resources | Created Educational Material | Adult Learning Theories | Facilitations Skills | Develop Training | Presentation Skills | Quality Assurance | Work Independently | Relationship Management | Photoshop | Needs Analysis | Online Learning | Document Control | Virtual Training | Digitization | Appeals | Innovation | Resilience | Creative Solution

REFERENCES

Available Upon Request