CAITLIN MOY

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Results-driven and passionate learning and development professional with 10 years of experience in strong presentation skills, problem-solving, effective decision-making, conflict resolution, time management, and team collaboration. Specialties include engaging learning design, educational technology, curriculum design, assessment, lesson content writing, adult learning models (ADDIE/SAM), eLearning development, writing, microlearning, and gamification.

EXPERIENCE

August 2020 – Current

Educator, Northside Independent School District, San Antonio, TX

- Develops and administers weekly learning assessments for 150+ participants, analyzing results to track progress and adjust instruction, leading to a 10% improvement in student performance over one semester.
- Designs interactive, web-based learning experiences for 150+ learners, increasing engagement by 20% through tailored content that meets the unique needs of each group.
- Leads strategic planning and needs analysis for 100+ learners, including gap analysis, observations, and performance metrics, in coordination with the senior leadership team to develop reporting policies and ensure alignment with business objectives.
- Manages 200+ learning modules in a Learning Management System, evaluating the effectiveness of e-learning resources to optimize instructional outcomes.
- Maintains an organized system of records and documentation, analyzing performance data from assessments to improve instructional strategies and increase student achievement by 10%.
- Manages 7+ concurrent projects, ensuring timely completion and progress tracking, while collaborating with subject matter experts to design curriculum aligned with organizational goals.
- Leverages AI tools to enhance data analysis, optimize instructional strategies, and improve learner outcomes by providing personalized learning experiences and real-time feedback.
- Designed and executed instructor-led (ILT) and virtual instructor-led (VILT) training sessions, conducting over 1,000 digital meetings via Google Meets and Zoom to create positive learning environments for remote learners.
- Develops and implements deliverables using the ADDIE model to keep up with emerging technologies and support stakeholder success
- Adapts to rapid changes in fast-paced environment by converting 100+ hours of coursework to eLearning
- Facilitates training and provides consulting to educators and subject matter experts on instructional design best practices, driving improved instructional effectiveness and enhanced learner outcomes.

July 2016 – August 2020

Special Educator, Ivymount School, Rockville, MD

- Conducted data analysis to assess the effectiveness of instructional strategies, applying strategic adjustments based on data-driven insights to improve learner outcomes.
- Analyzed spreadsheet data to identify trends and patterns, documenting over 1,000 data points with 95% accuracy to inform decision-making and ensure compliance with state and federal reporting standards.
- Developed project timelines and resource plans for 5+ online courses, ensuring timely delivery and adherence to the 90% completion rate for all instructional initiatives.
- Developed and piloted over 100 hours of original curriculum for a diverse learner population, maintaining accurate records of instructional practices and tracking 50+ student performance metrics, while providing monthly progress reports to 10+ stakeholders.

PROFICIENCIES

Articulate Rise • Articulate Storyline • Google Suite • Zoom • Screencastify • Camtasia • Microsoft Teams • Microsoft Office Suite • Google Classroom LMS • Storyboarding • Microlearning • ADA Compliance

EDUCATION

2018

University of Maryland University College, Maryland: Masters, Teaching

2016

The Johns Hopkins University, Maryland: Bachelors of Arts, English; Minor in Psychology