

## Areas of Expertise

Learning experience design	Strategy development and execution	Cross-cultural communication
Learning analytics and measurement	Leadership development	Cross-functional collaboration
Diversity, equity, and inclusion (DEI)	Human-centered design	Training facilitation
Section 508 and WCAG compliance	Learning delivery and facilitation	Project management

## Relevant Professional Experience

**Senior Associate** Aug. 2024 - Present  
ADR Vantage, Inc. Remote

- Design custom learning programs for government, non-profit, and private sector clients including slide decks, facilitator guides, participant workbooks, handouts, evaluations, self-assessments, and train-the-trainers
- Provide project management support including contracting, project development and implementation, quality assurance, evaluation, data analysis, reporting, project assignments and relationship management
- Manage company-wide social media presence across three platforms through custom content including all media and copy
- Design internally branded slides, facilitator guides, participant workbooks, and handout templates

**Diversity, Inclusion & Belonging Learning Consultant** Mar. 2021 - Aug. 2024  
Capital One McLean, Virginia

- Led design and development of Diversity Recruiting Certification Program to upskill 600+ talent acquisition staff to increase diversity in all stages of the recruiting pipeline
- Designed and delivered 8-month cohort program for high-potential Black and Latinx directors to foster community, encourage retention, and develop VP-level skill sets to fulfill on corporate racial equity initiative
- Designed cohort-based experiential learning experience for executives to build empathy, establish commitment to racial equity, and guide leaders on embedding equity into current business decisions
- Led and managed several project-based design teams of 2-5 learning experience designers of varying skill level
- Sourced, vetted, and onboarded new vendors to increase diverse vendor spend by 900% across all projects
- Created Inclusive Learning Guide to revolutionize inclusive design practices across L&D department
- Served as departmental subject matter expert on learning accessibility and 508/WCAG compliance
- Mentored junior instructional designers to upskill in technical and professional skills

**Senior Instructional Designer** Feb. 2020 - Mar. 2021  
Society for Human Resource Management (SHRM) Alexandria, Virginia

- Designed and developed instruction-led trainings for both virtual and in-person delivery
- Designed and developed interactive eLearnings and all course collateral, including multimedia components
- Served on taskforce to design and launch SHRM's public racial equity resource hub, Together Forward @ Work
- Served on cross-organizational taskforce with DEI industry veterans to develop free public webinars
- Served as DEI and 508/WCAG compliance subject matter expert

## Senior Instructional Designer

Cook Ross

Feb. 2018 - Feb. 2020  
Silver Spring, Maryland

- Consulted with Fortune 500 companies to design and develop custom learning experiences to achieve their organizational DEI knowledge and behavior goals
- Designed and facilitated human-centered design sessions with diverse client groups
- Created Train-the-Trainer guides and courseware to upskill external facilitation teams on DEI principles
- Served as WCAG/Section 508 compliance and disability justice expert for all client accounts
- Vetted and managed vendors to deliver on animation, voiceover, subtitles, augmented reality

## Instructional Designer (Contract)

Red Hat

Nov. 2015 - Feb. 2018  
Raleigh, North Carolina

- Co-designed and executed global organization's first DEI learning strategy
- Conducted enterprise-wide needs analysis, job shadowing, and focus groups on DEI learning needs
- Designed and developed instruction-led trainings and eLearnings
- Launched intranet portal for self-service content creation and consulted with business on training needs
- Served as LMS administration (Totara/Moodle)

## Archival Assistant

Duke University

Jan. 2011 - Jan. 2013  
Durham, North Carolina

- Processed raw inventory collected from African American scholars, writers, and businesses
- Created and coded finding aids for research relevance and searchability
- Managed resource inventory and budgets for special order archival supplies
- Oversaw student workers assigned to assist in archival preservation efforts

## Education

### Bachelor of Arts, African and African American Studies

Duke University

Durham, North Carolina

## Professional Awards

### Brandon Hall Group HCM Excellence Award in Diversity, Equity and Inclusion

Silver Level, 2023

## Technical Skills

Articulate Storyline 360

Adobe Photoshop

LMS Administration (Totara, Docebo)

Articulate Rise 360

Adobe Illustrator

ADDIE, SAM, and Bloom's Taxonomy

Adobe Captivate

Adobe Connect

Kirkpatrick's Four Levels of Evaluation

Camtasia

Zoom Webinars

Bersin Impact Measurement

H5P

Cisco WebEx

Data visualization

Adobe Premiere Pro

Graphic design

Facilitation