

# JENNIFER SIGMON

INSTRUCTIONAL DESIGNER & CONTENT CREATOR

## SKILLS & ABILITIES

### Course Design Theory & Application

**Theories & Methodologies:** Quality Matters | Bloom's Taxonomy | ADDIE Method | Mayer's Multimedia Learning Theory | Kirkpatrick Model

**Platforms:** Blackboard | Canvas | Moodle | Litmos | LinkedIn Learning

**Tools:** Articulate 360 | Microsoft Office | Google Suite | Adobe Creative Suite | Screencasting | Snipping Tool | Zoom | Microsoft Teams

### Project Research & Management

Smartsheets | Monday | Jira | CoPilot AI | Gemini AI | OpenAI | ChatGPT-4

### Multimedia Editing

**Programs:** Adobe Premiere | Vegas Pro | Camtasia | Panopto | Audacity | PowToon | Vyond

**Accessibility:** Video captioning (TXT, SRT, VTT) | Chroma keying for strong color ratio

### Web & Document Accessibility

Four years experience as facilitator for LMS, Word, PowerPoint, PDF, & video accessibility | Acted as accessibility specialist for Rowan-Cabarrus's Distance Education department

### Certifications

Quality Matters: Designing Blended Courses, Applying QM Rubric, Peer Reviewer Course | SCRUMstudy Agile Master | WAIO.1x: Introduction to Web Accessibility | Basics of Inclusive Design | Instructional Design Principles | NC-NET Academy: Video Planning & Educational Videos | Safe Zone Ally | Disability Inclusion | Mental Health First Aid

## CONTACT INFORMATION & REFERENCES

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## PROFILE

Instructional Designer with over eight years of experience crafting and delivering impactful courses. Proficient in web and LMS accessibility, and skilled in using tools like Articulate Storyline, Camtasia, and Captivate to create engaging, interactive media. Collaborates effectively with subject-matter experts to strengthen learner outcomes.

## EMPLOYMENT HISTORY

### Instructional Systems Designer I

C2 Technologies, Inc. (Contract, Sept 2024-March 2026)

- Developed 30+ training guides and Captivate storyboards for RRL military training programs using the team's Agile method.
- Reviewed colleagues' products for proper style alignment and client preference.
- Acted as mentor for a new Instructional Systems Designer.

### Instructional Designer

Internat'l City/County Management Assoc. (Oct 2023-Aug 2024)

- Created an impactful Litmos course for the Council Orientation program based on insights from SME-hosted webinars.
- Outlined two essential courses for the Leadership ICMA program for new local government leaders.

### HR Training and Development Specialist

Hickory Springs Manufacturing (June 2022-Oct 2023)

- Led the design and facilitation of various workshops ranging from managerial soft skills to company policies, adeptly delivering content across multiple formats (in-person, hybrid, online).
- Established a comprehensive onboarding academy for new employees across 26 locations, boosting employee retention.
- Co-administered LinkedIn Learning licenses, expanding professional development opportunities.

### Instructional Designer

Rowan-Cabarrus Community College (Aug 2019-June 2022)

- Collaborated seamlessly with SMEs and instructors to create accessible web and Blackboard courses.
- Co-facilitated quarterly 10 to 20-person Online Instructor Certification sessions, empowering educators with essential online teaching skills.
- Led workshops to improve course effectiveness using Blackboard tools and Panopto.

### Instructional Developer

Central Piedmont Community College (Aug 2017-Aug 2019)

- Supported faculty during a semester-long accessibility boot camp, improving their skills in Microsoft Office, PDFs, and video captioning.
- Produced videos and newsletters to communicate Online Learning events, promoting faculty and staff engagement.
- Assisted instructors across five college divisions with aligning instructional methods with student learning outcomes in online and hybrid courses on Blackboard.
- Trained instructors on using various videography equipment through the eBackpack program.

## EDUCATIONAL HISTORY

University of North Carolina at Charlotte

M.Ed., Instructional Systems Technology