

# 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 | Screencast-o-Matic | Snipping Tool | Zoom | Microsoft Teams

### Project Research & Management Software

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 | WAI0.1x: 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 more than seven years of experience in creating and delivering courses, utilizing proven learning theories while collaborating with subject-matter experts (SMEs). Proficient in web and LMS accessibility, along with developing interactive media using tools such as Articulate Storyline, Camtasia, and Captivate.

## EMPLOYMENT HISTORY

### Instructional Systems Designer I

C2 Technologies, Inc. (Oct 2024-Present)

- Develops training guides and Captivate storyboards for military training.

### Instructional Designer

International City/County Management Assoc. (Oct 2023-Aug 2024)

- Developed a Litmos course for the Council Orientation program based on SME-hosted webinars.
- Outlined two courses for the Leadership ICMA program for new local government leaders.

### HR Training and Development Specialist

Hickory Springs Manufacturing (June 2022-Oct 2023)

- Organized, developed, facilitated, and/or delivered workshops on managerial soft skills, company policies, and other requested subjects, utilizing in-person, hybrid, and online formats.
- Created and implemented an onboarding academy for new employees across 26 locations.
- Served as a co-administrator for LinkedIn Learning license holders.

### Instructional Designer

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

- Assisted SMEs and instructors in developing accessible web and Blackboard courses.
- Co-facilitated Online Instructor Certification sessions for ~10-person cohorts every three months.
- Led workshops on Panopto and course-enhancing Blackboard tools.

### Instructional Developer

Central Piedmont Community College (Aug 2017-Aug 2019)

- Performed professional audiovisual editing as needed.
- Assisted instructors during a semester-long accessibility boot camp on Microsoft Office, PDFs, and video captioning.
- Produced videos and newsletters to communicate Online Learning events to faculty and staff.
- Helped instructors across five college divisions align 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

- Recipient of merit-based graduate school grants