





# JESSICA RENSLOW

## Resume (Page 1)

### CONTACT


-  (818) 294-4240
-  jessierenslow@gmail.com
-  jessicarenslow.com/resume
-  6117 Forest Ave Gary, IN 46403

### EXPERTISE

- 20 years of experience implementing education, business and governmental projects
- Fluent in creating/managing online courses and LMS administration (Canvass, D2L, Blackboard, LMS 365, Google...)
- Highly proficient with eLearning authoring and multimedia tools (Articulate 360, Storyline, Camtasia...)
- Working knowledge of software release cycles and the ability to maintain deliverables that align with release schedules
- Advanced knowledge of applying adult learning theories, online learning strategies and education methodologies to maximize learner benefits
- Strong interpersonal, oral, and written communication skills
- Experienced in SaaS and Cloud-Based software trainings

### EDUCATION

#### California State University-Los Angeles (2012)

 Masters of Arts in Education

Computer Education, New Technology and Leadership

#### Ball State University (2003)

 Bachelors of Arts

Japanese Language & Culture/ Telecom Production

### WORK EXPERIENCE

#### Functional Training Lead/ Business Analyst

The William Everett Group 2021-2023

- Facilitated the implementation of a Chicago-wide initiative that trained 2,000 people across 26 organizations that collectively serve 15,000 children
- Managed a team of five trainers that delivered multiple ILTs daily for several months to coincide with project release dates
- Developed curriculum for governmental entities and their community partners
- Designed training materials for several projects (User Guides, Job Aids, Presentations, Quick Reference Guides, Journey Maps, Evaluations...)
- Created training plans and KPIs that adhered to ADDIE
- Wrote summative post project reports that showcased data from ILTs
- Maintained compliance standards for the Americans with Disabilities Act for all training materials (ALT text, closed captioning, color theory...)
- Participated in UAT process for LMS and CRM projects
- Conducted ILT and vILTs as well as asynchronous webinars

#### Senior Instructional Designer/ LMS Administrator

Columbia College Hollywood 2018-2021

- Created online courses, assignments, discussions, and summative and formative assessments
- Coordinated content delivery schedule based on the work breakdowns and project timelines with Subject Matter Experts
- Drafted project instructions, quality assurance checklists, and standards in the creation of course components
- Delivered course components and documentation as specified and within the agreed-upon timeframe
- Designed both quarter system and semester systems courses.
- Collaborated with SMEs to ensure that documentation aligned with ADDIE
- Helped attain WASC Certification for college
- Facilitated ILTs and vILTs
- Produced and edited asynchronous webinars

#### Community Builder/ Curriculum Designer



Miller Beach Arts & Creative District (501c3/CDC) 2015-2018



- Created, developed and implemented educational programs, courses, curricula, training resources, lesson plans, materials, and visual aids for strategic planning sessions
- Identified and analyzed community needs through interviews, surveys, and meetings with the public and local leaders
- Coordinated 256 outreach events that served the 10,000 residents residing in the 46403 zip code
- Created strategic five-year plan using SMAART Goals and SWOT data
- Implemented multiple projects that improved green spaces, after school care for area children and shared spaces for emerging businesses
- Cowrote several grants that brought in a total of \$250,000 to the 46403 zip code
- Produced and edited video and audio promos
- Wrote press releases and media kits
- Managed social media platforms
- Ran fundraising campaigns
- Interviewed on a variety of local, national and international media to help promote of initiatives



# JESSICA RENSLOW

## Resume (Page 2)

### REFERENCES

 Gretchen Sipp  
 (219) 775-9689

 Michelle Jones  
 (574) 536-3664

 Lindsey Myers  
 (760) 963-2173

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### AWARDS

- 2023, In-Person Session Speaker for the National Humanities Conference
  - 2023, Unearthed Film Project Grantee (Indiana Humanities)
  - 2022, Exceptional Merit Award (WRPN Women's International Film Festival)
  - 2020, Individual Advancement Program Grant in Literature (Indiana Arts Commission)
  - 2019, Outstanding Grassroots Initiative (IN Chapter of the American Planning Association)
  - 2018, Diversity and Inclusion Award (Urban League of NWI)
  - 2018, Partners for Clean Air Annual Bicycling Actions Award for the State of Indiana
  - 2016, American Outstanding Public Outreach (IN Chapter of the American Planning Association)
  - 2015, Featured Director (EL Cid Comedic Shorts Festival)
  - 2014, Sundance International Filmmaker Award (Adapter/Translator)
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### PUBLICATIONS

- *When Do You Get Goosebumps?*, Feature Article for Muse Magazine, October 2021 (Published by Cricket Media)
  - *A Conversation with Ranger Kip*, Interview Article for Muse Magazine, September 2021 (Published by Cricket Media)
  - *Ask Dr. Erin*, Science @ Work Article for Muse Magazine, March 2020 (Published by Cricket Media)
  - *Collective Impact: How being a good community steward will help your business grow*, Feature Article, March 2019 (Playground Professionals Magazine)
  - Go to [jessicarenslow.com/resume](http://jessicarenslow.com/resume) for full list of publications, writing credits and awards
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### WORK EXPERIENCE

#### Instructional Designer/Multimedia Specialist (Independent Contractor)

Almost Fairytales Inc. 2006-2018

- Developed immersive learning modules
- Facilitated the administration of several Learning Management Systems (Blackboard, D2L, Canvas and Google Class)
- Setup Classes from SMEs' documents
- Designed training materials for several projects (User Guides, Job Aids, Presentations, Quick Reference Guides, Journey Maps, Evaluations...)
- Created training plans and KPIs that adhered to ADDIE
- Produced/edited/recorded educational videos
- Produced/edited/recorded educational audio files
- Maintained compliance standards for the Americans with Disabilities Act for all training materials (ALT text, closed captioning, color theory...)
- Participated in UAT process for LMS and CRM projects
- Conducted ILT and vILTs as well as asynchronous webinars
- Wrote press releases and media kits
- Managed social media platforms
- Collaborated with SMEs to ensure that documentation aligned with ADDIE
- Helped attain WASC Certification for college
- Localized Japanese media/scripts for American audiences
- Collected, analyzed and evaluated data from a variety of sources and effectively presented/communicated information
- Coordinated multiple postproduction schedules for animated series
- Credited with 700+ episodes broadcasted on network TV (Disney, Cartoon Network, PBS...)

#### English Teacher/ International Event Coordinator

Japanese Ministry of Education (Consulate General of Japan) 2003-2006

- Designed curriculum for week-long immersive language learning camp for top 100 9th graders across 2nd largest island in Japan
- Provided recommendations regarding problems/needs, effectiveness of training resources, and implementation of new or modified programs
- Coordinated international cultural events to help promote appreciation of diversity in rural Japanese communities
- Wrote monthly bilingual lifestyle article for regional magazine for islandwide magazine
- Wrote monthly articles for nationwide teaching organization on classroom tips and curriculum design topics
- Monitored and ensured compliance with state and federal laws, rules, regulations, requirements, and/or contract agreements for teaching organization
- Facilitated training/educational activities with agency personnel, contractors, community/professional organizations, and other providers
- Evaluated effectiveness of programs, courses, curricula, training resources, lesson plans, materials, and visual aids and modified to meet identified needs
- Translated for foreign exchange program focused on agriculture techniques between Japan and India
- Taught English as a Foreign Language classes to 7th-9th graders
- Taught English as a Second Language Courses at the college level
- Taught conversational English classes to adults
- Taught conversational English classes to k-6th graders