

Jessica

Renslow

INSTRUCTIONAL DESIGNER
AND
MULTIMEDIA SPECIALIST



PERSONAL PROFILE

Experienced instructional designer and multimedia specialist focused on utilizing hybrid forms of learning to help positively impact our world.

- references available upon request

Number

818-2944240

Email

jessierenslow@gmail.com

Portfolio

jessicarenslow/portfolio.com

Instagram

@renslowjessica

LinkedIn

@jessicarenslow

ACADEMIC BACKGROUND

California State University, 2012

Masters of Arts in Education

Computer Education, New Media Design/Technology and Leadership

Ball State University, 2003

Bachelors of Arts

Japanese Language and Culture

Telecommunications Production/ Screenwriting

EXPERIENCE

- *Senior Instructional Designer*

2018-Present **Columbia College Hollywood**
Chicago, IL

- Stewards Learning Management System and faculty/staff development materials
- Creates online courses, assignments, discussions, and summative and formative assessments.
- Coordinates content delivery schedule based on the work breakdown and project timeline with Subject Matter Experts.
- Drafts to project instructions, quality assurance checklists, and standards in the creation of course components.
- Delivers course components and documentation as specified and within the agreed-upon timeframe.

- *Community Builder and Curriculum Designer*

2015-2018 **Miller Beach Arts and Creative District**
Gary, IN

- Developed and implemented training and educational programs, courses, curricula, training resources, lesson plans, materials, and visual aids for strategic planning sessions.
- Identified and analyzed needs through interviews, surveys, and meetings with the public and local leaders.
- Coordinated outreach events and created strategic five-year plan

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Skills and Software

- writing, copy editing, web design, video editing, ADA compliance, customer service
- D2L, Canvas, Blackboard, Articulate, Captivate, Dreamweaver, Microsoft Office

- *English as a Second Language Faculty and IDT Specialist*

2011-2015 Bukkyo University
Los Angeles, CA

- Taught English as a Second Language Courses at the college level.
- Evaluated effectiveness of programs, courses, curricula, training resources, lesson plans, materials, and visual aids and modified to meet identified needs.
- Copy writer and editor for university's foreign exchange program

- *Translation Arts Faculty and IDT Specialist*

2010-2015 Japanese Visual Media Translation Academy
Los Angeles, CA

- Taught translation arts courses for localizing media from Japanese to English at the college level.
- Monitored and ensured compliance with state and federal laws, rules, regulations, requirements, and/or contract agreements.
- Coordinated training/educational activities with agency personnel, contractors, community/professional organizations, and other providers.

- *Production Coordinator & Japanese Translator/Adaptor*

2007-2010 Studiopolis, Inc.
Los Angeles, CA

- Localized Japanese media/scripts for American audiences
- Collected, analyzed and evaluated data from a variety of sources and effectively presented/communicated information.
- Coordinated multiple post production schedules for animated series

- *English Teacher and International Event Coordinator*

2003-2006 Japanese Ministry of Education
Hokkaido, Japan

- Taught English as a Foreign Language to children and adults (beginners-advanced).
- 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.