

MISTY BREEN

Instructional Designer & Solutions Developer

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SUMMARY

Solutions-oriented instructional designer who designs and develops training solutions to enhance business performance. Conducts needs analysis to pinpoint optimal next steps, actively listens, and employs probing questions to create tailored learning solutions that replicate real-world practice for learners. Collaborates effectively with SMEs (subject matter experts), leading to the establishment of clear, achievable learning objectives and the development of learner-centric solutions.

TECHNICAL SKILLS

Articulate Storyline 360
Articulate Rise 360
Google Suite
Learning Management Systems (LMS)

Camtasia
Microsoft 365
SCORM
Canva

Adobe Creative Suite
Vyond
Smartsheet
Zoom/Teams

PROFESSIONAL SKILLS

Adult Learning Theory
Virtual Instructor-Led Training (VILT)
Design Documents
Instructor-Led Training (ILT)

ADDIE, SAM, AGILE
eLearning Development
Storyboards
Needs Analysis

Blended Learning
Job Aids
Microlearning
Quality Assurance

EXPERIENCE

Freelance Instructional Designer, eLearning Developer

Breen Holdings, LLC

May 2023 - Present

Hurix Digital (Contract)

- Partner with cross-functional teams, including SMEs, instructional designers, and stakeholders, to develop and enhance course content, ensuring alignment with project requirements, quality standards, and guidelines set by the client

Learning Strategy and Design (Contract)

- Edit and enhance training videos within a tight deadline, incorporating intros, outros, on-screen text, and b-roll to optimize engagement and long-term retention; collaborate closely with SMEs to adhere to SOP, iteratively refining content based on feedback

Contractor, Training Specialist

McGraw Hill Publishing Company

May 2021 - July 2023

- Elevated engagement in VILT by enhancing PowerPoint presentations to align closely with organizational objectives, incorporating interactive elements, multimedia, and learner-centric design principles
- Delivered ILT for adult learners, specializing in optimizing literacy textbook and instructional content utilization, and applying the four foundational principles of adult learning—self-concept, experience, readiness to learn, and orientation to learning—to create meaningful and impactful learning experiences

Instructional Designer & Coach

Jeffco Public Schools, Golden, CO

August 2022 - June 2023

- Applied adult learning principles to design, develop, and facilitate weekly trainings to meet the needs of adult learners; received 90% positive evaluation rating

- Coached leadership teams in conducting thorough needs assessments, identifying key challenges, and provided valuable support in devising solutions, including the development of ILTs to address identified needs effectively
- Delivered just-in-time training and expert consultations to adult learners, covering a wide spectrum of topics including best instructional practices, data analysis, utilization of technology tools, curriculum development, and the efficient use of LMS
- Collaborated with SMEs on a district-wide initiative, leading the design and development of a train-the-trainers ILT program to enhance compliance efforts and ensure consistent delivery of high-quality instruction
- Analyzed reading performance data, identified root cause, and implemented learning solution, resulting in a 15% increase in proficiency levels within three months
- Formulated a comprehensive standard operating procedure (SOP) to enhance a mandatory course, leveraging data-driven insights to identify needs and implement best practices, ultimately earning a 75% approval rating

Instructional Designer & District Teacher on Special Assignment (TOSA)

Sheridan School District, Sheridan, CO

July 2019 – July 2021

- Collaborated weekly with Superintendent, Chief Education Officer, and Directors, engaging stakeholders in problem identification, innovative solution proposals, and content gathering from SMEs to align with organizational goals
- Performed data analysis to determine teachers' learning gaps; conducted quality assurance checks; addressed 90% of training development needs within the year
- Redesigned 60% of onboarding training programs, strategically incorporating technology to create materials for both ILT and VILT, all while pioneering a blended learning approach
- Collaboratively crafted a district-wide plan to transition Instructor-Led Trainings (ILTs) to Virtual ILTs (VILTs) for both adult learners and students, designing asynchronous eLearning modules enriched with features like collaborative elements, assessments, multimedia resources, and job aids to enhance the learning experience
- Constructed a district literacy team and skillfully project-managed a data-driven 5-year plan, effectively addressing literacy deficits based on State data and monthly assessment analyses
- Managed READ Act compliance efforts, including submitting data to the state and managing 65k budget; coordinated purchase of literacy materials, managed logistics to provide specific literacy training from outside vendors, and evaluated process
- Developed, managed, and continuously improved asynchronous training modules within the LMS, allowing learners to exercise greater autonomy; monitored progress, analyzed results, and iteratively enhanced training using the AGILE methodology to optimize learning outcomes

English Teacher

Palo Alto Unified School District, Palo Alto, CA

August 2012 – June 2019

- Designed and developed engaging learning modules utilizing blended learning, achieving 88% proficiency scores on State exams
- Spearheaded common learning objective initiative, resulting in adoption of common objectives and assessment metrics district-wide
- Created and developed schoolwide writing handbook at multiple school sites

EDUCATION & CERTIFICATIONS

Applied Instructional Design Academy Certification, AIDA

Master of Arts, Educational Leadership (M.Ed.), San Jose State University, California

Bachelor of Arts (BA), Sociology, Sacramento State University, California

Introducing Blended Learning Certification, ILearn Collaborative

Cognitive Coaching Certification, Thinking Collaborative, Colorado

Myers Briggs Type Indicator Certification, GS Consultants