

RHONDA ALLEN

Chandler, AZ · (801) 628-0796

Rhonda.allen.1454@gmail.com · [LinkedIn Profile](#) · [Website](#)

Results-oriented Instructional Designer with over 20 years of experience creating engaging and effective learning solutions. Proven ability to develop and implement comprehensive instructional programs for diverse learners. Skilled in leveraging instructional design methodologies, multimedia tools, and technology to drive performance improvement and seeking to apply expertise in designing innovative learning experiences to contribute to organizational success.

EXPERIENCE

JANUARY 2021 – CURRENT

FREELANCE INSTRUCTIONAL DESIGNER, REMOTE RHONDA ALLEN INSTRUCTION, LLC

Designed, developed, and implemented over 40 courses for a broad range of topics, including:

- ◆ Food & Beverage
- ◆ Technology Instruction
- ◆ Workplace Safety
- ◆ Workforce Development
- ◆ Finance
- ◆ Roadside Safety
- ◆ Hospitality
- ◆ Change Management
- ◆ Soft Skills
- ◆ Protocols & Procedures (Various Industries)
- ◆ EV Technologies
- ◆ HR Onboarding
- ◆ AGILE
- ◆ Personality and Intelligence
- ◆ Logistics
- ◆ Governance & Compliance

- Designed and developed online instructional content for various clients
- Video editing and developing for courses for online learning platform
- Multimedia instructional design for online learning platform
- SME consultation and interviews for online learning platform instructional content
- Define and document learning objectives.
- Conduct research and collaborate with subject experts.
- Create instructional material: courses, curriculum, student guides, or training manuals.
- Design content to optimize learning.
- Generate the layout of the learning supports.
- Redesign content to ensure it matches the learner's needs.
- Create visual, audio, and interactive learning tools using various instructional design software such as Captivate, Premier Pro, Animate, Audition, Vyond, etc.

DEVELOPMENTOCTOBER 2021 – DECEMBER 2021

TRAINING SYSTEMS SPECIALIST, C2 TECHNOLOGIES, INC.

Contributed to developing and implementing the JustGrants website and training programs for the Department of Justice. Conducted in-depth data analysis to inform training strategy and program design. Collaborated with cross-functional teams to develop and deliver effective training solutions, including video-based content and web-based programs. Provided direct training and support to JustGrants applicants.

NOVEMBER 2019 – OCTOBER 2021

LEAD INSTRUCTIONAL DESIGNER-HILL AIR FORCE BASE, UTAH, AGOVX LLC

Provided strategic leadership in developing and implementing innovative learning solutions for the Air Force. Successfully managed a team of 15 instructional designers to deliver over 30 complex training projects. Expertise in project management, curriculum development, and instructional design, leveraging industry-standard methodologies (ADDIE, PADDIE, VARK, Kolb). Proficient in utilizing authoring tools (Adobe Captivate, Adobe Creative Cloud) to create engaging multimedia content. Demonstrated ability to conduct comprehensive needs analyses, develop performance objectives, and measure training effectiveness. Contributed to developing new learning platforms and technologies to enhance training delivery and efficiency. Possessed a deep understanding of DoD systems acquisitions, aviation courseware requirements, and DoD LMS.

OCTOBER 2004 – NOVEMBER 2019

TEACHING EXPERIENCE, NORTH DAVIS PREPARATORY ACADEMY (SCIENCE), PRIEST ELEMENTARY (5TH)

Accomplished Educator with a proven track record of designing and implementing effective instructional programs. Demonstrated expertise in curriculum development, instructional design, and student assessment. Successfully led and mentored teaching teams to achieve exceptional student outcomes. Skilled in fostering a collaborative learning environment and building strong partnerships with parents and the community. Proven ability to integrate technology and innovative teaching strategies to enhance student engagement and achievement.

EDUCATION

MAY 2004

BACHELOR OF SCIENCE-ELEMENTARY EDUCATION, UNIVERSITY OF NEVADA, LAS VEGAS

Dean's List Fall 2002, Spring 2003, Fall 2003, Spring 2004
Omicron Psi Member-National Honor Society February 2004 to present

MAY 2010

INTEGRATED SCIENCE ENDORSEMENT, UTAH STATE OFFICE OF EDUCATION

35 Master level credits in various science fields

MAY 2012

MASTER OF EDUCATION-INSTRUCTIONAL TECHNOLOGY AND LEARNING SCIENCES, UTAH STATE UNIVERSITY

Cum Laude Distinction

MAY 2017

MASTER OF SCIENCE-ENVIRONMENTAL GEOSCIENCES, MISSISSIPPI STATE UNIVERSITY

Cum Laude Distinction

SKILLS

- Highly proficient in Office, Adobe Creative Suite, Moviemaker, Vyond and other various programs for courseware development to improve student retention and performance
- Strong knowledge of various sciences, including Physics, Chemistry, and Biology
- Instructional Design Expertise: Proficient in instructional design models (ADDIE, SAM, AGILE), learning theories, performance improvement strategies, and e-learning authoring tools (Articulate Storyline, Adobe Captivate, Lectora).
- Technical and Soft Skills: Possess strong technical skills in video production, interactive content development, authoring tools, and project management.
- Experience tracking student engagement and success using online instructional platforms such as Canvas, Moodle, SASSY, and other learning management systems
- Proven Project Management: Over 5 years of experience leading and executing complex instructional design projects. Skilled in project planning, resource allocation, risk management, and stakeholder management. Proficient in project management methodologies (Agile, Waterfall) Fast self-starter/learner for various workforce skills
- Excellent organizational skills with a certain talent for prioritizing, multitasking, and time management
- Experience in programs for web design, development, and maintenance such as Drupal and Dreamweaver.
- Collaborative team lead with excellent inter and intrapersonal skills

GRANTS AND AWARDS

Collaborator for Master Naturalist Young Science Program/Utah State University – 2019

Northrup Grumman Teacher Fellowship - 2018

STEM Competition Grant Awardee – 2018

Weber State University Science Teacher of the Year - 2015

Teacher of the Year, North Davis Preparatory Academy – 2015

Blue Sky Solar Panel Grant Award – 2010

Teacher of the Year, North Davis Preparatory Academy – 2006

21st Century Classroom Grant Award – 2005

USTA 8th Grade Science Teacher of the Year - 2017

REFERENCES

Nicole Robinson, Academic Advisory, North Davis Preparatory Academy

780 East 170 North, Heber, UT 84032; (801) 941-3080; nrobinson@northdavisprep.org

John Hampton, Senior Courseware Developer, AgovX LLC

1459 Lake Street; Ogden, UT 84401 (801) 710-6764; kreativ@msn.com

Mark Larese-Casanova, Extension Professor, Department of Watershed Sciences

Utah State University Logan, UT 84322; (435) 760-6146; marklc@usu.edu

Anne Maxwell, Contract Lead, AgovX LLC

(801) 589-3481; amxwll@gmail.com