

## 🎯 Objective

To obtain a role in learning and development that will allow me to utilize my knowledge of adult learning principles, experience with modern authoring and content management tools and extensive leadership experience.

## 📁 Skills:

- Needs analysis
- Training solutions (design & development)
- Education
- Workforce training
- Teamwork
- Leadership
- Assessment
- Managing LMS, CMS
- Authoring tools (Articulate, Adobe Captivate, Camtasia, Microsoft Office Suite, Google Suite)

## 🎓 Education:

Purdue University Global  
Indianapolis, IN  
MS in Instructional Design  
September 2020

University of Michigan  
Ann Arbor, MI  
Certificate in Leadership  
January 2016

Suffolk University  
Boston, MA  
MA in Communication  
December 2011

St. Giles College  
London, UK  
International Certificate in Teaching English  
August 2007

Moscow Linguistic University  
Moscow, Russian Federation  
BA in Linguistics and Education  
June 2007

## Instructional Design Experience

### Co-founder

#### Training Lounge/ April 2020- current

This is an online language teaching initiative. I am responsible for designing and developing instructional content based on the students' needs analysis. I also produce educational content for all social media channels.

### Instructional designer

#### Heart to Heart International

#### Remote/ September 2020 – November 2020

This was an internship role with a non-profit organization. The main goal was creating COVID-19 outreach trainings in collaboration with the ID department. The solutions produced included training videos (Moovly), worksheets and e-learning modules (Articulate, uploaded in Moodle).

### Instructional designer

#### Highway to English / Miami, FL / March 2020 – August 2020

In this project-based role I worked with subject matter experts to create online English courses for international adult students to be accessed through the company's LMS, as well as a facilitator guide. The role required understanding of adult learning principles, knowledge of authoring tools, attention to detail and excellent communication skills.

### School Operations Director

#### Kaplan International/ Miami, FL/ Dec 2018- Oct 2020

This was a multifaceted role with a worldwide chain of language schools. I led the team in maintaining high academic standards, delivering excellent customer service, ensuring the center's financial health, overseeing compliance and achieving sales goals. In collaboration with senior management, I designed and developed training curriculum and materials for personnel continued education programs and new employees' onboarding. I delivered workshops on the use of the company's materials and LMS. On a regular basis, I designed and developed customized curriculum for private and corporate clients. In charge of LMS management (admin rights).

## 🏹 Activities and Interests:

Yoga instructor

Hiking

Traveling

Swimming

## ★ Volunteer experience:

Tree planting initiative in Coral Gables, FL  
Community cleanups

## **Academic Manager**

**Kaplan International / Chicago, IL/ March 2015-Dec 2018**

In this role I led a team of 30 instructors and oversaw academic operations at a center that accommodated around 300 international students. Among others, my responsibilities included: designing and developing courses for students in line with the company's curriculum; designing, developing and delivering continued education programs for staff.

## **Team Leader, Instructional Design and Curriculum Development**

**Cambridge Institute of International Education/ Boston, MA/ March 2014 – February 2015**

In collaboration with subject matter experts, I designed, developed and oversaw the launch of a 2-year blended curriculum program for international juniors and seniors (Camtasia). I designed and developed academic support curriculum for a network of 100 private high schools/ 700 students. I designed and developed training curriculum and materials for instructors and partner schools, as well as delivered trainings to partner schools. LMS management (admin rights).

## **Asst. Academic Director promoted to Academic Director**

**Target International Student Center/ Boston, MA/ February 2013 – March 2014**

I was in charge of the school's academic operations to ensure high standards of academic programs, healthy financial performance and excellent student experience. I designed, developed and conducted evaluation of ESL and TESOL courses. Having conducted a thorough needs analysis, I designed and developed an annual professional development training program and onboarding materials for instructors. Under my leadership, the school was granted initial ACCET accreditation.

## **TESOL Coordinator**

**Target International Student Center/ Boston, MA/  
January 2012- June 2013**

I recruited students and managed a franchised teacher training program. On a regular basis, I conducted course evaluation to recommend improvements. I led the review of training materials to bring the program in compliance with accreditation standards.

## **ESL Instructor**

**Target International Student Center/ Boston, MA/  
June 2011- February 2013**

I taught classes to international students and evaluated their progress. I created course syllabi and assessments in line with the level objectives.

## **EFL Instructor**

**Moscow Institute of International Relations / Moscow, Russia/  
September 2007 – February 2010**

I taught English to undergraduate students (Law School, The School of Journalism).