Jennifer F. Estevez, M.Ed.
Small Business Owner/President
Estevez Designs LLC
Instructional Systems Designer/Developer

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PROFESSIONAL SUMMARY

Extensive professional experience in the application of sound instructional development principles, and the methodical approach to Analysis/Planning, Design, Development, Implementation, and Evaluation (ADDIE Model) of large-scale training programs for government, military, and healthcare clients including communicating, planning, scheduling, and managing responsibilities within the scope of the project.

Expert knowledge of and skill in the application of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness or the improvement of management processes and systems to plan, organize, and direct both individual and team study work and negotiate with management to accept and implement recommendations.

Over ten years – Instructional Systems Designer/Developer/Department of Defense (DoD) training, managing training professionals and projects.

Over twenty years – Multimedia/Graphics/Photography/Video/Training Development

Develops Shareable Content Object Reference Model (SCORM) conformant and 508 compliant Advanced Distributed Learning (ADL), Interactive Multimedia Instruction (IMI), and Blended Learning Applications for multiple Learning Management Systems (LMS) and Learning Content Management Systems (LCMS).

Proficient in the development of courseware with task-based Authoring Instructional Materials (AIM) Learning Object Module (LOM), Joint Forces Command (JFCOM) Rapid Online Content Creation Environment (ROCCE2), and other authoring systems for use in various learning management systems.

Experience with processes for Front End Analysis (FEA) and Job Duty Task Analysis (JDTA) creating Rating Analysis Training Structure (RATS), Learning Design Strategies (LDS), and developing course structures in AIM Content Planning Module (CPM).

AIM CPM products:
- Training Project Plan (TPP)
- Training Course Control Document (TCCD) – Course Master Schedule (CMS)
- Course Outline of Instruction (COI) – Terminal Learning Objectives (TLOs), Enabling Learning Objectives (ELOs), linking JDTA

AIM LOM [USG Citrix experience] products:
- Lesson Plans (LPs) – Discussion Points (DPs), Related Instructor Activities (RIAs), Resource Requirements List (RRLs)
- Trainee Guides (TGs) – Outline, Information, Assignment, Job, Problem, Diagram, and Answer Sheets
- Assessments – Proficiency Level, Passing Criteria, Criticality, Difficulty, Course Relation, Criticality Index, Performance Test Proctor Guide, Performance Test Examinee Job Sheet, and Performance Test Evaluation Checklist

Interactive Multimedia (IMM) products:

- Interactive Courseware (ICW) 1 – introduces an idea or concept.
- ICW 2 – medium level non-complex operation presentation that allows more control over the scenarios through screen icons.
- ICW 3 – high simulation presentation that involves the recall of more complex information.
- ICW 4 – involves more in-depth recall of a larger amount of information and provides realistic work scenarios that replicate real conditions or real-world environments.

Additional Software: Microsoft Office/Teams, SharePoint, Adobe Master Creative Suite, Adobe Captivate, iMovie, Composica, Lectora, Articulate Storyline, and social media platforms.

SOCIAL MEDIA

LinkedIn: https://www.linkedin.com/in/jennifer-estevez

LinkedIn – Estevez Designs LLC: https://www.linkedin.com/company/estevez-designs

Website – Estevez Designs LLC: https://www.estevezdesigns.com

Amazon Handmade – Estevez Designs LLC: https://www.amazon.com/dp/B07ZHM4G1F

Facebook Shop – Estevez Designs LLC: https://www.facebook.com/EstevezDesignsLLC/shop

YouTube – Estevez Designs LLC: https://www.youtube.com/@EstevezDesignsLLC

CERTIFICATIONS

Employee Learning Inspires True Excellence (ELITE) Master Instructor Certification   04/2022
Veterans Benefits Administration (VBA) ELITE Master Instructor Training   Remote

Section 508 Compliance Accessible Electronic Document Community of Practice (AED COP) Authoring Accessible Documents   03/2022
VBA AED COP Training   Remote

EDUCATION

Master of Education (M.Ed.) – Instructional Technology   07/2008
American InterContinental University Online (GPA 4.0)   Hoffman Estates, IL/Remote

Bachelor of Fine Arts (BFA) – Visual Communications in Digital Design   06/2007
American InterContinental University Online (GPA 3.82)   Hoffman Estates, IL/Remote

Associate in Applied Science (AAS) – Media Advertising Arts   05/1996
Tidewater Community College/Visual Arts Center   Virginia Beach, VA

Certificate of Training – Multimedia Graphics (MOS 25M)   04/1994
Defense Visual Information School   Lowry Air Force Base, CO

PROFESSIONAL HISTORY

Small Business Owner/President   **04/2019–Current**
Estevez Designs LLC   Remote, FL
- Co-Owns and operates Estevez Designs LLC.
- Creates handmade items for Amazon Handmade business account.
- Creates YouTube content videos.
- Maintains promotional media platforms (YouTube, Facebook, Instagram, Pinterest, and Twitter).
- Established Estevez Designs LLC in 2019.
- Attained accreditation status and rating with Better Business Bureau (BBB) in 2020.

Management Analyst/Instructional Systems Specialist (ISS)   **01/2023–09/2023**
Department of Veterans Affairs (VA)   Remote, FL
VBA, Office of Human Capital Services (HCS), Office of Staff Operations (OSO), Human Resources Program Management Operations (HRPMO)

- Expert knowledge of and skill in the application of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness or the improvement of management processes and systems to plan, organize, and direct both individual and team study work and negotiate with management to accept and implement recommendations.
- Supported HCS with collecting data from VBA Human Resource Liaisons (HRLs) via online surveys.
- Identified the competencies, knowledge, skills, abilities, objectives, notes, references, and brief descriptions needed to develop the training.
- Conducted a training needs assessment analysis.
- Created a design strategy including an outline geared towards the train-the trainer ready relevant training method containing modules, lessons, and sections.
- Developed performance assessments for each of the 15 module/competency objectives using a proficiency rating scale over a period of 60, 90, and 180 days.
- Identified media recommendations for objectives for each module.
- Collaborated with Subject Matter Experts (SMEs) to verify the information.
- Collaborated with SMEs to develop scenario-based practice exercises and knowledge check questions to be implemented in the training materials, Proficiency Level Examination Program (PLEP) pre-test and comprehensive exam post-test.
- Developed prototypes and templates to include the following for each lesson: LDS, PPT, PG, and IG.
- Collaborated with SMEs to develop and maintain training for HRLs.
- Provided written and oral communication skills to prepare organization and manpower project papers, staff studies, and briefings for submission to leadership.
- Contacted key stakeholders to clarify, request, or collect needed information and data.
- Maintained daily tasks, and milestone schedules.
- Followed up on issues, as necessary, to ensure that appropriate action was implemented.
- Performed analysis and evaluation assignments with emphasis on the establishment of meaningful measurement criteria; analysis and evaluation of program effectiveness of line and operating programs as they relate to total resourcing advisory services.
- Determined approach and methods necessary to carry out assignments, resolve problems, and complete technical actions.
- Informed the supervisor of current trends, identified problems or potential controversies, and recommended solutions.
- Reviewed, analyzed, and evaluated accomplishments of overall programs by conducting assessments, audits, and studies.
- Researched Federal policies to determine appropriate policy procedures in relation to current projects and issues.
- Organized, managed, and presented information.
- Exercised critical judgment in developing approaches to problem-solving.

- Performed substantial analysis of difficult and unique problems.
- Evaluated the effectiveness of operations in terms of mission accomplishment, quality and quantity of standards met, procedural, policy and regulatory compliance, and technical competence.
- Conducted studies and briefings on a large variety of subjects.
- Organized the flow of work to achieve the most effective results within a complex environment.
- Supported the Governance and Policy implementation and 508 compliances.
- Reviewed training materials for instructional effectiveness and adherence to instructional systems design principles and methodologies.
- Determined when formal Needs Assessment may need to be performed to support training design or development.
- Developed training standardization processes, job aids, templates, etc.

VBA Projects:

Human Resource Liaison (HRL) Training

- Plan Phase
  - Managed project using a milestone schedule.
  - Developed a project plan.
  - Scheduled and facilitated meetings.
  - Collected and analyzed the data.
  - Developed a crosswalk of information.
  - Developed an analysis survey data and summary document.
  - Developed a training plan/strategy including the following:
    - Lesson Design Strategy (LDS) prototype
    - PowerPoint(PPT) storyboard prototype
    - Participant Guide (PG) prototype
    - Instructor Guide (IG) prototype
    - Resource document prototype
    - Performance assessment prototype
    - Pre-test and post-test prototype
    - Media recommendation prototype
- Create Phase
  - Collaborated with SMEs to develop scenario-based practice exercises and knowledge check questions for implementation in the training materials, Proficiency Level Examination Program (PLEP) pre-test and comprehensive exam post-test.
  - Developed performance assessments for each of the fifteen module/competency objectives using a proficiency rating scale over a period of 60, 90, and 180 days.
  - Developed training materials for each of the fifteen modules:
    - LDS
    - PPT storyboard
    - Participant Guide
    - Instructor Guide
    - Resource documents
    - Media recommendations
    - Performance assessments
- Execute Phase
  - Managed logistics of virtual training working with the Instructors and the Talent Management (TMS) team for class registration and surveys.
- Sustain Phase
  - Managed logistics of virtual training working with the Instructors and the TMS team for class registration and surveys.
  - Maintained training materials.

Learning Performance Consultant ISD IV   **11/2021–12/2022**
Victor 12   Remote, FL
Department of VA, VBA Training Management and Performance Improvement (TMPI) Division, Office of HCS

- Provided executive direction, assistance, and support to TMPI in support of the VBA Training System Framework (Plan, Create, Execute, Sustain (PCES) Model) for all operations of the program initiatives supporting all VBA Business Lines, and Leadership Development Directorate products and services.
- Provided representation and liaison with respect to a wide variety of complex management projects, program coordination, organizing, scheduling, logistics, and operational matters.
  - This included technical and programmatic guidance, consultation, and support throughout the entire process, supporting VBA products, including TMS Administrative Support (Learning Management Systems Administrator/Curriculum support), Instructor Web-based Training (IWT) and Virtual Training Support (Online Training Developer/Course Advocate support), ISD and Human Performance support, Training Delivery, and Training Administrative and Project support.
- Expert knowledge of and skill in the application of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness or the improvement of management processes and systems to plan, organize, and direct both individual and team study work and negotiate with management to accept and implement recommendations.
- Contacted key stakeholders to clarify, request, or collect needed information and data.
- Maintained daily tasks, and milestone schedules.
- Scheduled and facilitated meetings.
- Provided expert advice on specific tasks, written instructions, reference materials, and relevant background materials determining core competencies, developing training/performance plans, and developing and maintaining new intranet sites.
- Developed administrative procedures necessary to facilitate communications and complete staff actions involving a variety of organizational elements and programs.
- Performed analysis and evaluation assignments for TMPI with emphasis on the establishment of meaningful measurement criteria; analysis and evaluation of program effectiveness of line and operating programs as they relate to total resourcing advisory services.
- Determined approach and methods necessary to carry out assignments, resolve problems, and complete technical actions.
- Researched Federal policies to determine appropriate policy procedures in relation to current projects and issues.
- Recommended changes to TMPI administrative policies and procedures to improve operations.
- Identified areas needing emphasis, and exercised guidance to ensure programs and initiatives of the business lines are accurately meeting management expectations.
- Exercised critical judgment in developing approaches to problem-solving.
- Evaluated the effectiveness of operations in terms of mission accomplishment, quality and quantity of standards met, procedural, policy and regulatory compliance, and technical competence.
- Conducted studies and briefings on a large variety of subjects.
- Developed solutions to controversial problems which directly affect programs of extensive importance.
- Developed procedures and instructions for use by other technical personnel.
- Facilitated meetings, provided minutes, and developed presentations/briefings.
- Advised on goals and objectives of the TMPI business lines.
- Organized the flow of work to achieve the most effective results within a complex environment.
- Assisted in the update of the VBA Training Center of Excellence (TCOE) web portal content.
- Supported the design and development of Service, Staff, and Program Office curricula.
- Supported the Governance and Policy implementation and 508 compliances.
- Reviewed training materials for instructional effectiveness and adherence to instructional systems design principles and methodologies.
- Developed training standardization processes, job aids, templates, etc.
- Applied comprehensive and technical knowledge of all functional activities required for effective management of assigned workload.

VBA Projects:

Human Resource Liaison (HRL) Training

- Plan Phase
  - Manages project using a milestone schedule.
  - Developed a project plan.
  - Scheduled and facilitated meetings.
  - Collected and analyzed the data.
  - Developed a crosswalk of information.
  - Developed an analysis survey data and summary document.
  - Developed a training plan/strategy including the following:
    - LDS prototype
    - PPT storyboard prototype
    - PG prototype
    - IG prototype
    - Resource document prototype
    - Performance assessment prototype
    - Pre-test and post-test prototype
    - Media recommendation prototype

VBA Training Center of Excellence (TCOE)

- Developed TCOE Infomercials.
- Assisted in the update of the VBA TCOE web portal content.

Retirement Information Training

- Coordinated with the TMS team for registration of quarterly Virtual Instructor-Lead Training (VILT) live sessions via TMS with a cap of two hundred students per session with supervisor approval.
  - Maintained TMS Registration Reports
  - Maintained TMS Survey Reports
- Captured information about the class and added any additional information that may have been missed in the initial development of the training materials.
  - Developed VILT PowerPoint (PPT)
- Developed two Mp4 videos with voice-over and subtitles uploaded to TMS including the following:
  - Script
  - PPT show file
  - Contact Information resource document
  - Social Security (SS) Information resource document
  - Thrift Savings Plan (TSP) Information resource document
  - Frequently Asked Questions (FAQs) and Answers resource document
  - Federal Retirement Supplement (FERS) Minimum Requirement Age (MRA) Requirements resource document

E-Comments

- Organized and streamlined the tracking validation process.

Plan, Create, Execute, Sustain (PCES)

- Conducted Quality Assurance (QA) on PPTs.
- Developed Instructor Guides (IGs)
- Facilitated training.

Organization Chart Review Process (OCRP)

- Developed Mp4 video with voice-over and subtitles uploaded to TMS including the following:
  - Script
  - PPT show file
  - Job Aid

Evidence Based Budging (EBB)

- Developed six Mp4 videos with voice-over and subtitles uploaded to TMS including the following:
  - Script
  - PPT show file
  - Evaluation rubric template resource document
  - Evidence to Leverage List resource document
  - EBB Resources resource document
  - Program Evaluation Practices resource document
  - Section 51 Basic Justification Materials resource document
  - The Promise of Evidence-Based Policymaking resource document

Evidence Based Policy Making (EBP) Advanced

- Developed two Mp4 videos with voice-over and subtitles uploaded to TMS including the following:
  - Script
  - PPT show file
  - Course Advocate

Instructional Systems Designer/Developer   **04/2021–11/2021**

General Dynamics Information Technology (GDIT) – Naval Air Warfare Center Training Systems Division (NAWCTSD)   Remote, FL

- Provided team support as CPM/AIM LOM LEAD.
- Developed SCORM conformant and 508 compliant ADL, IMI, and Blended Learning task-based courseware using AIM CPM, AIM LOM, and Composica to produce training products and interactive multimedia products IAW CDRLs and DIDs.
- Developed AIM CPM products to include TPP, TCCD - CMS, COI, TLOs, ELOs, and linking JDTA
- Developed AIM LOM products to include LPs - DPs, RIAs, and RRLs, TGs – Outline, Information, Assignment, Job, Problem and Answer Sheets, Assessments – Proficiency Level, Passing Criteria, Criticality, Difficulty, Course Relation, Criticality Index, Performance Test Proctor Guide, Performance Test Examinee Job Sheet, and Performance Test Evaluation Checklist
- Supported the NAWCTSD Ready Relevant Learning (RRL) component of Sailor 2025 (S2025) in curriculum development for several Navy ratings.
- Provided expert knowledge of and skill in the application of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness or the improvement of management processes and systems to plan, organize, and direct both individual and team study work and negotiate with management to accept and implement recommendations.

Instructional Systems Designer/Developer   **04/2020–03/2021**

Huntington Ingalls Industries (HII)/GDIT – NAWCTSD   Remote, FL
- Provided team support as CPM/AIM LOM expert.
- Developed SCORM conformant and 508 compliant ADL, IMI, and Blended Learning task-based courseware using AIM CPM, AIM LOM, and Composica to produce training products and interactive multimedia products IAW CDRLs and DIDs.
- Developed AIM CPM products to include TPP, TCCD - CMS, COI, TLOs, ELOs, and linking JDTA
- Developed AIM LOM products to include LPs - DPs, RIAs, and RRLs, TGs – Outline, Information, Assignment, Job, Problem and Answer Sheets, Assessments – Proficiency Level, Passing Criteria, Criticality, Difficulty, Course Relation, Criticality Index, Performance Test Proctor Guide, Performance Test Examinee Job Sheet, and Performance Test Evaluation Checklist
- Supported the NAWCTSD RRL component of S2025 in curriculum development for several Navy ratings. [Aviation Boatswain's Mates, Aircraft Handling (ABH)]
- Provided expert knowledge of and skill in the application of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness or the improvement of management processes and systems to plan, organize, and direct both individual and team study work and negotiate with management to accept and implement recommendations.

Senior Learning Solutions Designer   **07/2019–04/2020**

ICF – Environmental/Medical   Remote, FL
- Reviewed, analyzed, and revised the current curriculum to facilitate learning on demand.
- Designed, developed, and documented instructor-led, paper-based, and responsive technology-delivered curricula and performance support solutions.
- Participated in the development and review of products for adherence to style and storyboard guidelines, writing standards, course/task flow, and designing for standards such as SCORM conformance and Section 508 compliance.

Senior Instructional Systems Designer/Developer (ISD III)   **10/2018–04/2019**

Katmai – NAWCTSD   Orlando, FL
- Provided expert knowledge of and skill in the application of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness or the improvement of management processes and systems to plan, organize, and direct both individual and team study work and negotiate with management to accept and implement recommendations.
- Provided ISD III team support for Knowledge Capture (KC) and Analysis for several ratings.
- Provided ISD III team support to ensure quality assurance for Knowledge Capture (KC), Analysis, and curriculum development.
- Accelerated Delivery (AD) of the Operations Specialist (OS) Rating curriculum development and train the trainer event.
- Developed SCORM conformant and 508 compliant ADL, IMI, and Blended Learning task-based courseware using AIM CPM, AIM LOM, and Adobe Captivate to produce training products and interactive multimedia products IAW CDRLs and DIDs.
- Developed AIM CPM products to include TPP, TCCD - CMS, COI, TLOs, ELOs, and linking JDTA
- Developed AIM LOM [Citrix] products to include LPs - DPs, RIAs, and RRLs, TGs – Outline, Information, Assignment, Job, Problem and Answer Sheets, Assessments – Proficiency Level, Passing Criteria, Criticality, Difficulty, Course Relation, Criticality Index, Performance Test Proctor Guide, Performance Test Examinee Job Sheet, and Performance Test Evaluation Checklist

Senior Instructional Systems Designer/Developer   **11/2017–10/2018**

SYMVIONICS/Bowhead – NAWCTSD   Orlando, FL
- Provided expert knowledge of and skill in the application of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness or the improvement of management processes and systems to plan, organize, and direct both individual and team study work and negotiate with management to accept and implement recommendations.
- Provided project management team lead support.
- Developed SCORM conformant and 508 compliant ADL, IMI, and Blended Learning task-based courseware using AIM CPM, AIM LOM, and Adobe Captivate to produce training products and interactive multimedia products IAW CDRLs and DIDs.
- Developed AIM CPM products to include TPP, TCCD - CMS, COI, TLOs, ELOs, and linking JDTA
- Developed AIM LOM [Citrix] products to include LPs - DPs, RIAs, and RRLs, TGs – Outline, Information, Assignment, Job, Problem and Answer Sheets, Assessments – Proficiency Level, Passing Criteria, Criticality, Difficulty, Course Relation, Criticality Index, Performance Test Proctor Guide, Performance Test Examinee Job Sheet, and Performance Test Evaluation Checklist
- Supported the NAWCTSD and RRL components of S2025.

Senior Instructional Systems Designer/Developer (ISD II)   **10/2016–11/2017**

AMTIS/Camber/HII – NETC   Orlando, FL
- Provided project management and ISD II, team lead support.
- Supported the S2025 block learning migration by collaborating with Camber/HII.
- Developed SCORM conformant and 508 compliant ADL, IMI, and Blended Learning task-based courseware using AIM CPM and AIM LOM to produce training products and interactive multimedia products IAW CDRLs and DIDs.
- Developed AIM CPM products to include TPP, TCCD - CMS, COI, TLOs, ELOs, and linking JDTA
- Developed AIM LOM [Citrix] products to include LPs - DPs, RIAs, and RRLs, TGs – Outline, Information, Assignment, Job, Problem and Answer Sheets, Assessments – Proficiency Level, Passing Criteria, Criticality, Difficulty, Course Relation, Criticality Index, Performance Test Proctor Guide, Performance Test Examinee Job Sheet, and Performance Test Evaluation Checklist.

Senior Instructional Systems Designer (ISD II)   **01/2016–08/2016**

Mastech/Carley – JDTA NETC   Orlando, FL
- Provided expert knowledge of and skill in the application of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness or the improvement of management processes and systems to plan, organize, and direct both individual and team study work and negotiate with management to accept and implement recommendations.
- Performed job, duty, task analysis, front-end, and/or learning objective analysis.
- Proficient with AIM CPM and AIM LOM to include: FEA, JDTA, Course Training Task Lists (CTTL), LOs and assessments (capstone/matrix), CMS, Course Design Document (CDD), TPP, Instructional Performance Requirements Document (IPRD), COI, Instructional Media Requirements Document (IMRD), Instructional Media Design Package (IMDP) and other project deliverables incorporating CDRLs/DIDs.

Instructional Systems Designer/Developer   **09/2011–11/2015**

GDIT – TRADOC, NETC, NAWCTSD, JFCOM   Chesapeake, VA/FL/Remote
- Provided project management and senior instructional systems design/developer support.
- Identified issues and developed solutions while working on multiple projects simultaneously both independently and as part of a team under time and deadline constraints.
- Interacted and communicated effectively with customers and subject matter experts to ensure the technical accuracy of instruction.
- Identified areas for improvement and made recommendations to increase the quality and effectiveness of e-Learning course content, presentation, and delivery based on user feedback and industry research in the areas of adult learning methodology and training.
- Used established methodologies in all stages of the end-to-end instructional design process, including needs assessment, analysis, design, development, implementation, and evaluation.
- Researched and identified data sources for instructional material development and additional information needed for instructor and participant materials.
- Designed interactive training materials that included sound instructional design methodology, appropriate training strategies, and participant activities for small and large groups.
- Developed SCORM conformant and 508 compliant ADL, IMI, and Blended Learning task-based courseware using Adobe Flash, Dreamweaver, Lectora, and WebTrain to produce training products and interactive multimedia products IAW CDRLs and DIDs.
- Developed assessment strategy recommendations based on training needs.
- Conducted quality assurance reviews of courseware products.

Senior Professional Technical Writer/Instructional Developer   **01/2011–09/2011**

Computer Sciences Corporation (CSC) – The U.S. Navy Reserve   Norfolk, VA
- Wrote articles and SharePoint user guidelines for The Navy Reserve (TNR) magazine.
- Developed out-of-the-box websites in SharePoint 2007 and 2010 for the U.S. Navy Reserve.

Senior Instructional Systems Designer   **09/2009–01/2011**

Chenega Government Consulting – Healthcare   Chesapeake, VA
- Provided expert knowledge of and skill in the application of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness or the improvement of management processes and systems to plan, organize, and direct both individual and team study work and negotiate with management to accept and implement recommendations.
- Identified training needs, designed, and developed classroom training of health care workers, inspectors, and administration at the Federal, State, and local levels for instructional projects for the Centers for Medicare and Medicaid Services (CMS) Survey and Certification Group.

Instructional Systems Designer   **10/2008–09/2009**

L-3 Communications Engineering Services – U.S. Coast Guard TRACEN   Yorktown, VA
- Designed, developed, and supported classroom instruction for USCG training workshops.
- Provided technical assistance and advice to school staff on the use of current instructional technology in the development of training aids and delivery methodology, including knowledge of computer-based training, desktop videoconferencing, multimedia, audio, graphics, and distance learning technologies.

PROJECTS

Sailor 2025 Ready Relevant Learning (RRL) Curriculum Development

- Sailor 2025 is the U.S. Navy's program to improve and modernize personnel management and training systems to recruit, develop, manage, reward, and retain the force of tomorrow more effectively. The RRL goal is to provide the right training at the right time in the right way for Sailors by developing a career-long learning continuum where training is delivered by modern methods to enable faster learning and better knowledge retention at multiple points throughout a career.
- Developed AIM CPM, AIM LOM, and interactive multimedia products IAW CDRLs and DIDs.
  - Aviation Boatswain's Mates, Aircraft Handling (ABH)
  - Fire Controlman Aegis (FCA) AEGIS Ballistic Missile Defense (BMD)
  - Fire Controlman (FC)
  - Operations Specialist (OS)
  - Quartermaster (QM)
  - Electronics Technician (ET)
  - Gunner's Mate (GM)
  - Sonar Technician, Surface (STG)

U.S. Military Curriculum Development

- Joint Forces Command (JFCOM) Equal Opportunity Policy Basic Training, Rule of Law, and Financial Operations (IFO) curriculum
- U.S. Navy MK 41 Vertical Launching Systems (VLS), Anti-Air Warfare (AWW), Anti-Submarine Warfare (ASW), Ballistic Missile Defense (BMD), Land Attack/Strike curriculum
- U.S. Navy/Finnish Air Force F/A-18C/D Aircrew Computer-Based Training (CBT)
- U.S. Air Force curriculum
- U.S. Coast Guard Training Center (USCG TRACEN) training
- U.S. Army Installation Management Systems Installation Support Modules (ISM) Range Facility Management Support System (RFMSS) curriculum
- U.S. Army Distributed Learning Education Training Products (DLETP)
- Concept of Operations (CONOPS) Capabilities-Based Assessment (CBA) Federal Aviation Administration (FAA) Air Traffic Controller Training Program
- Western Hemisphere Institute for Security Cooperation (WHINSEC) curriculum
- Armed Forces Communications and Electronics Association (AFCEA) international marketing

U.S. Navy General Military Training (GMT) Curriculum Development

- Developed mandatory GMT curriculum:
  - Suicide Prevention
  - Sexual Assault Prevention and Response Awareness
  - Suicide Prevention
  - Cyber Awareness
  - Counterintelligence Awareness and Reporting
  - Antiterrorism Level 1 Awareness

U.S. Army Sexual Harassment/Assault Response and Prevention (SHARP) Curriculum Development

- **INTERVENE:** When I recognize a threat to my fellow Soldiers, I will have the personal courage to INTERVENE and prevent sexual assault. I will condemn acts of sexual harassment. I will not abide by obscene gestures, language, or behavior. I am a Warrior and a member of a team. I will INTERVENE.
- **ACT:** You are my brother, my sister, my fellow Soldier. It is my duty to stand up for you, no matter the time or place. I will ACT. I will do what is right. I will prevent sexual harassment and sexual assault. I will not tolerate sexually offensive behavior. I will ACT.
- **MOTIVATE:** We are American Soldiers, MOTIVATED to keep our fellow Soldiers safe. It is our mission to prevent sexual harassment and sexual assault. We will denounce sexual misconduct. As Soldiers, we are all MOTIVATED to act. We are strongest together.

Defense Acquisition University (DAU) Curriculum Development

- **Mission:** Provide a global learning environment to develop qualified acquisition, requirements, and contingency professionals who deliver and sustain effective and affordable warfighting capabilities.
- **Vision:** An accomplished and adaptive workforce, giving the warfighter a decisive edge.

CDC Division of Adolescent and School Health (DASH) Curriculum Development

- CDC, through its DASH, works to promote environments where youth can gain fundamental health knowledge and skills, establish healthy behaviors for a lifetime, connect to health services, and avoid becoming pregnant or infected with HIV or STDs.
  - Establishing a Lifetime of Healthy Behaviors
  - DASH Promotes Healthy Behaviors

U.S. Environmental Protection Agency (EPA) Curriculum Development

- The mission of EPA is to protect human health and the environment.

Centers for Medicare and Medicaid Services (CMS), Center for Clinical Standards and Quality (CCSQ), to provide support for the CMS Survey and Certification Group (SCG) National Surveyor Training Program (NSTP) Curriculum Development

- The CMS, CCSQ, and SGC, Training Team is responsible for providing leadership, overall programmatic direction, and training to Regional Offices (ROs) and State Survey Agencies (SAs) for implementation and enforcement of health quality standards and safety requirements for Medicare/Medicaid providers and suppliers of health care services.