

Caleb Cummings

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OVERVIEW

Adept instructional designer with a knack for crafting innovative learning solutions. Strategic thinker and articulate communicator who fosters collaboration to design impactful online and instructor-led learning programs that maximize knowledge retention and improve technical performance

SKILLS

Design: Storyboards, eLearning, instructor-led trainings, job aids, prototyping, web design

Content: Writing, copy editing, verbal communication, scripting

Technical: AI voice-overs, learning management systems, SCORM publishing, video/graphic design

Tools: Evolve, Intellum, Articulate 360 (Storyline/Rise), Camtasia, Adobe Photoshop/Illustrator, Canva Audacity, TalentLMS, Microsoft Suite, Google Suite/Workspace, WellSaid Labs, Asana

PROFESSIONAL EXPERIENCE

Instructional Designer

Google via The Mom Project | San Francisco, CA

Jul 2022 - Dec 2023

- Designed eLearning, instructor-led trainings, and job aids for the Office of General Counsel
- Conducted weekly meetings with all stakeholders for iterative project development
- Wrote and edited expert, technical content to fit defined learning objectives and tone
- Project managed course content to scale, deadline adherence, and timely completion
- Authored courses for compliance trainings, onboarding, and tooling guides
- Conducted needs analysis to identify performance gaps and determine learning solutions
- Designed graphics, videos, and interactive content for optimal eLearning engagement
- Produced compelling animated videos to engage learners and teach key concepts
- Administered course access and enrollment through Intellum and G Suite

Notable Achievements

- Created inclusive and scalable eLearning course for the Legal Investigations Support (LIS) team about an internal tool for processing law enforcement requests; increased standardization and reduced errors across the team
- Developed and refined the ID team's needs analysis approach, including reusable templates
- Led design and development of an engaging eLearning course about litigation holds to meet compliance requirements and reduce legal risk; which has earned a 98% satisfaction rating
- Created an innovative and engaging design approach for compliance courses that is being scaled across all Legal courses

Instructional Designer

The Gender Confirmation Center (GCC) | San Francisco, CA

Jan 2020 - Jul 2022

- Conducted needs analysis to design and develop accessible, scalable learning solutions for multiple modalities using ADDIE method
- Designed learning modules using storyboards and iterative development with stakeholders
- Project Managed the work of SMEs, stakeholders, and creative team members
- User tested for soft launches and end-user implementation
- Designed graphics, filmed, and produced videos for interactive courses
- Managed stakeholder expectations and generated quarterly reports
- Wrote budget proposals and tracked training data to improve learning programs

Notable Achievements

- Created and implemented an eLearning course that statistically lowered stress levels across all departments at the GCC
- Founded a Learning and Development department at the GCC to address employee performance and retention

Writer

The Borgen Project | Seattle, WA

Nov 2019 – Apr 2020

- Wrote, edited, and produced APA-style articles for digital magazine and blog publication
- Researched technology solutions to global poverty and wrote SEO-friendly content
- Self-started and self-directed work; demonstrated comfort with ambiguity and ability to prioritize work in a constantly changing, dynamic environment
- Researched and developed stories covering technology in developing nations

Instructor

San Francisco Unified School District | San Francisco, CA

Jul 2014 – Jun 2019

- Developed and delivered multiple-subjects lesson plans for all core subjects
- Designed and implemented units of learning to align with common core standards
- Code-switched between English and Spanish, formal and informal speech to engage learners
- Leveraged learning theory to increase literacy skills for struggling students
- Incorporated life-long learning skills and essential study habits into bilingual curriculum
- Assessed students to differentiate curriculum for diverse learning modalities
- Retooled existing resources to better serve English Language Learners

EDUCATION

E-Learning Instructional Design:

Adult Learning

University of California Irvine

Aug 2020

Master of Arts in Teaching:

National-Louis University

Sep 2012

Bachelor of Arts: Spanish:

University Of Michigan

May 2008

Minor: International Studies:

University Of Michigan

May 2008