

ABOUT ME

Highly motivated learning specialist with a proven history of researching and developing curriculum tailored to a variety of subject matters/learning styles. Displays a remarkably ability to meet deadlines and guide courses to successful completion.

CONTACT

@ oteagle1@gmail.com

678-690-0196

<https://www.linkedin.com/oliviaabridges>

Portfolio Link:

<https://www.oliviaabridges.com>

Newnan, GA



EDUCATION



COURSERA

UX Design Certification
Program Highlight: Instructional Design



GRAND CANYON UNIVERSITY

Master of Education
2020

OLIVIA BRIDGES

LEARNING SPECIALIST

SUMMARY OF QUALIFICATIONS

• **Planning & Educational Design:** Successfully developed and designed curriculum to address learners in hybrid instructional environments using synchronous and asynchronous models in specific Learning Management Systems.

• **Data Analysis & Application:** Utilized instructional strategies to ensure course outlines are aligned with executive team and state regulatory objectives to meet mandated deadlines using the ADDIE instructional design framework.

• **Organizational Strategy & Collaboration:** Collaborated with other instructional designers to address learning challenges, learner engagement and motivation, and assessment and evaluation.

SKILLS

- In-Depth Knowledge of Instructional Design Models
- Creative approaches to learning challenges
- Data Analysis
- Effective Communication
- Organization
- Patience/Flexibility
- Classroom Management
- Superior written communication
- Ability to thrive in face-paced working environment
- Skilled Technical Writer
- Microsoft Office (Excel, Project, PowerPoint, Word)
- Articulate Rise/Storyline
- Problem Solving
- Collaborative Teamwork
- Relationship building with stakeholders
- Setting effective expectations and deadlines
- Ability to work with little or no supervision
- Knowledge and implementation of authoring tools
- Proficient program manager (education)

EXPERIENCE

KIPP Metro Atlanta Schools - KIPP Vision Primary

Teacher, 4th Grade

Atlanta, GA

(June 2020-present)

Hired as the lead teacher for an award-winning elementary school with an overall objective to ensure 80% of learners achieve mastery in core content skills.

Curriculum Building and Development

- Interprets high level educational strategies to deliver information to students for a deeper understanding of state mandated syllabus
- Uses thoughtful and methodical approaches to tailor educational theories to individual competencies.
- Develops and implement powerfully engaging curriculum and lessons designed to prepare all students to succeed in future academic endeavors.
- Utilizes a wide variety of teaching tactics to create differentiated opportunities for deep understanding for all learners, including students with special needs.
- Creates a positive, achievement-oriented, and supportive learning environment that excites and invests students in learning.

Assessment

- Observes and evaluates students' performance, behavior, social development, and physical health on a consistent basis in a controlled learning environment.
- Consistently reviewed student learning formally and informally using a variety of evaluations and grading rubrics.
- Successfully developed and maintained a system for tracking instructional records and daily informal assessments in reading, writing and math.
- Analyzed student progress in testing and assignments to determine strengths and identify areas for improvement.
- Meticulously graded student assignments to assure that criteria and progress is recorded measured according to the guidelines established by the organization.

Cross Departmental Collaboration & Professional Development

- Consistently participates in faculty meetings with other instructors and leaders to drive strategic cross departmental collaboration.
- Collaboratively analyzes multiple instructional units to strengthen core competencies, inspire culture of curiosity, and appreciation of learning.
- Attends professional development seminars in partnership with district leaders that addressed subject matters such as:
 - Letter/Sound Word Agreement
 - Specialized Instruction in a Synchronous/Asynchronous World for Self-Contained/Program Classrooms
 - Student Engagement in a Remote Learning Environment

Teacher, 4th Grade

Atlanta, GA

(July 2017-May 2019)

Chartered specialized reading content in the fourth largest school district in the state of Georgia.

Strategic Planning

- Proactively recognized and addressed widespread educational issues with students that could prohibit mastery of learning material.
- Collects, reviews, and utilizes a variety of data sets to drive instruction that is intended to increase students' learning and development.
- Analyzes relevant data to measure student progress, to inform instructional content and delivery methods, and to provide timely and constructive feedback to both students and parents.
- Systematically chooses a variety of diagnostic, formative, and summative assessment strategies and instruments that are valid and appropriate for the content and student needs.
- Examines quantitative information to determine improvements to curriculum, teaching methodologies, and course materials.
- Evaluates qualitative and quantitative data sets to confirm how well students are meeting the intended learning outcomes of the course.

Classroom Management

- Responsible for the day-to-day operation of learning environment which included ordering supplies, scheduling maintenance, adhered to safety regulations, etc.
- Effectively created an engaging, supportive, and cohesive classroom environment for a diverse group of students.
- Utilized approved classroom technology in order to provide an alternative lesson delivery strategy which included:
 - SMART board
 - Apple iPads
 - Document Camera (mirroring tool that allows teachers and students to cohesively view documents while maintaining
 - Presentation aides such as clickers
- Created weekly in-class bulletin boards for students, parents, and families to demonstrate planned class activities

Community Involvement

- Worked relentlessly to ensure that low-income communities and disadvantaged students are given the educational opportunity they deserve.
- Established a partnership with family and community members to ensure academic success in student's educational paths.
- Communicated with parents and caretakers through e-mail, telephone, and newsletters to encourage parent participation in classroom and at-home learning activities.

CLAYTON COUNTY SCHOOLS – EDDIE WHITE ACADEMY

Teacher- 2nd Grade

Clayton, GA

(July 2016- July 2017)

- Wrote comprehensive reports to regular teachers regarding lessons and student progress
- Collaborated with regular teacher in developing long-term plans for struggling students, as well as designing new activities to enhance learning experience engagement of students
- Regularly engage students in “open talk discussions” times, developed team building activities that have enhanced student motivation and teamwork by 20%
- Maintained current student attendance and assignment records to prevent lapses during teacher absences.
- Enforced classroom routines to keep students on set schedule and operating at consistent level.
- Taught students fundamental building blocks and advanced concepts.
- Implemented lesson plans outlined by classroom teacher to educate students about key concepts.
- Engaged students in discussions to promote interest and drive learning.
- Proctored standardized tests, maintaining strict requirements and complete student records.
- Worked with fellow teachers to develop cohesive educational plans and improve support for diverse students.