

# NICOLE MANLEY

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## Summary

I am an instructional designer with a background in cognitive science, writing, editing, and accessible education.

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## Education and Training

University of Georgia | Athens | Expected Graduation in Winter 2025

**Master of Education** in Learning, Design & Technology

- 4.0 GPA

University of California, San Diego | San Diego | Graduated in 06/2023

**Bachelor of Science:** Cognitive & Behavioral Neuroscience, minor in Literature & Writing

- 3.970 GPA: Magna cum laude

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## Experience

**Instructional Designer 1** | UC San Diego | 10/2023 – Present

- Transforming complex information into accessible, engaging content that contributed to >80% course approval ratings
- Designing, developing, and implementing within the Canvas LMS using learning design models and visual design principles to enhance curriculum and achieve learning objectives
- Establishing leadership position as team accessibility expert and pushing cross-campus consultations to meet Title II goals
- Reviewing courses for quality, consistency, and learner experience

**Technical Editor** | Noorda College of Osteopathic Medicine | 9/2021 – Present (Part-Time)

- Managing multiple copy editing and formatting projects in dynamic environment within stated timelines
- Evaluating assessment materials for language precision and adherence to university style
- Collaborating with subject matter experts to ensure content accuracy
- Translating technical information into clear, concise documents to be used by technical and non-technical personnel, reducing faculty questions by 50%

**Instructional Design Intern (Formerly)** | UC San Diego | 10/2021 – 09/2023

- Created educational case study video with quick turnaround for adjacent department, which is still used for students to master academic integrity violations
- Reviewed courses for quality, consistency, and learner experience to meet program standards
- Collaborated with faculty to create, maintain, and update curriculum

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## Skills

- Learning Management Systems (LMS) such as Canvas
- Articulate Storyline 360
- Articulate Rise
- Vyond
- Premiere Pro
- Canva
- Microsoft Office
- PowerPoint
- ADDIE
- Backwards Design

- Needs assessment & analysis
- Universal Design
- Writing (technical, academic, creative, etc.)
- Technical and copy editing
- Research skills, quick and eager learner of new topics
- Team collaboration
- Open communication and collaboration with SMEs
- Empathy and learner focus