

## CONTACT INFORMATION



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## PROFILE

Experienced instructional designer and learning specialist with experience developing curricular, eLearning content, and modules through blended, hybrid, online, and in-person platforms. Analyze, measure, and implement training solutions based on evaluation results. Experienced Subject Matter and adept at using various Learning Management Systems to create visually engaging eLearning materials. Proven success collaborating with cross-functional teams to develop engaging learner-centered content.

## LEARNING MANAGEMENT SYSTEMS

Blackboard Learning System  
LoudCloud Learning System  
Halo Learn  
Canvas Learning System  
Angel Learning System  
Echo 360  
Desire2Learn  
Illuminate Education  
Infinite Campus

## DESIGN SKILLS

Microsoft Office 365  
Adobe Captivate  
Articulate Storyline

## MTSS ENDORSEMENT

Multi-Tiered Systems of Support

## EDUCATION

Georgia Southern University  
Education Leadership  
Education Doctorate, 5/09

Albany State University  
Administration & Supervision  
Master of Education, 5/03  
Education Specialist, 12/04

Troy State University Dothan  
Specialized Education  
Bachelor of Science, 12/97

Chipola College  
Office Systems Technology  
Associate of Science, 06/94

## CONTINUED EDUCATION

### MICROSOFT

Course: Innovator Courses  
Focus: Develop future-ready skills

### HARVARD UNIVERSITY (EdX)

Course: Data Wise  
Focus: Data wise process to improve teaching and learning

Course: Leaders of Learning  
Focus: Theory of Learning

# Soundra Pollocks

## PROFESSIONAL EXPERIENCE

**Aspen Group, Inc** (Remote - Contract) 2022 - Present  
*United States University*

Adjunct Professor of Education / Curriculum Developer

- Design and developed courses using ADDIE model and compliance standards
- Create eLearning materials including modules with step-by-step guides
- Subject Matter Expert creating videos and content with research-based evidence
- Develop content related materials with graphics and accessibility
- Provide demonstrations on user content; modelling; and training

**Mercer University** (Hybrid/In-Person) 2011 - Present

*College of Professional Advancement*

*Department of Human Services and Psychology / TIFT College of Education*

Research Methods Course Designer for Human Services / Adjunct Professor

- Collaborate with teams to identify user groups and evaluate needs
- Create and implement customized experiences for the users
- Develop training guides and materials through storyboard and site maps
- Implement UX techniques and testing activities to assess user behavior
- Planned and coordinated seminars to provide guidance and coaching
- Collaborated across departments to understand deliver specifications

**Grand Canyon University** (Remote) 2005 - Present

*College of Education*

Course Developer / Adjunct Professor / University Field Supervisor

- Design course and training content for learning management system
- Evaluate, revise, and revamp new and existing eLearning materials
- Subject Matter Expert creating educational videos and content
- Conduct professional development seminars and workshops for eLearning
- Train instructional teams on how to deliver learning material
- Monitor special education compliance and design courses for learners
- Manage design process from analysis to scoping using ADDIE model

**Fulton County Schools** 2019 - 2022

*Program Support Specialist*

- Designed special education curricula and lessons aligned with ADDIE model
- Managed state compliance and due process for access and accommodations
- Administered student evaluations and assessments to design learning content
- Coached and mentored new employees through school mentorship program
- Conducted specially designed instructional workshops and training
- Manage assessment data and developed eligibility reports for services
- Partner with community organizations to provide student transition support

**Mercer University Regional Academic Center** 2011 - 2019

*Regional Academic Center*

*Campus & Programs Director*

- Supervised and managed the daily logistics of campus and programs
- Managed budget; negotiated with contract vendors and service providers
- Collaborated with vendors to select and contract services
- Hired and conducted professional development and training workshops
- Maintained information database for reporting and monitoring vendor services
- Conducted performance assessment, recommending training solutions
- Liaison with Human Resources for onboarding documents and orientation

## RELEVANT PROFESSIONAL EXPERIENCE

### Asheville City School System

*Assistant Principal / Professional Development Trainer* 2009 - 2012

### Douglas County School System

*Charter School Director* 2007 - 2009

*Evaluator/Diagnostician* 2004 - 2007

### Georgia Department of Juvenile Justice

*Campus Principal* 2002 - 2004

### Dougherty County School System

*Teacher/Case Manager* 2000 - 2002