

ALISA RICHEY

Instructional Designer | Learning & Development Specialist

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[LinkedIn](#)

PROFESSIONAL SUMMARY

Passionate instructional designer with 8+ years of experience designing scalable, learner-centered training solutions that support performance improvement, onboarding, and system adoption. Proven ability to partner with Subject Matter Experts (SMEs) and stakeholders to translate complex requirements into clear, engaging learning experiences across Instructor-Led Training (ILT), Virtual Instructor-Led Training (VILT), and eLearning modalities. Experienced in rapid development, accessibility-compliant design, and continuous improvement using learner feedback and data.

SKILLS

Instructional Design & Strategy

- Instructional Design (ADDIE, Agile)
- Adult Learning Theory
- Learning Objectives & Bloom's Taxonomy
- Mayer's principles of multimedia Storyboarding & Course Mapping
- Kirkpatrick Evaluation
- Accessibility (WCAG 2.1, Section 508)

eLearning & Content Development

- Articulate Storyline, Captivate, H5P
- ILT, VILT, eLearning Development
- Camtasia, iMovie, GarageBand, Audacity, Photoshop, Dreamweaver, Canva
- Multimedia & Visual Design
- Quality Assurance
- Performance Support & Job Aids

Platforms, Tools, & Collaboration

- Learning Management Systems (LMS): Canvas, Adobe Learning Manager, Blackboard, Moodle
- Virtual Training Platforms
- Microsoft 365, Google Workspace
- SME & Stakeholder Collaboration
- Process Improvement
- Data Analysis & Evaluation

CAREER EXPERIENCES

Learning Performance Consultant | Instructional Systems Designer II

VICTOR 12 | MAY 2025 – JANUARY 2026

- Led end-to-end instructional design initiatives, delivering instructor-led, virtual, and eLearning solutions aligned with organizational goals and client performance requirements.
- Designed and developed scalable training assets, including presentations, facilitator and participant guides, job aids, templates, and interactive eLearning modules.
- Developed accessible eLearning content in Articulate Storyline, incorporating narration and closed captioning to enhance usability, accessibility, and learner engagement.
- Partnered with SMEs and stakeholders to analyze requirements and translate complex information into clear, performance-focused learning experiences.
- Conducted instructional quality reviews to evaluate alignment of learning objectives, content, assessments, accessibility standards, and visual design; provided targeted recommendations to strengthen instructional soundness and learner impact.
- Applied quality assurance and usability standards across all deliverables to ensure consistency, accessibility, and readiness for deployment.

Virtual Training Specialist | Instructional Systems Designer I

VICTOR 12 | MARCH 2022 – APRIL 2025

- Designed and developed instructor-led, virtual, and web-based training materials, including presentations, facilitator and participant guides, assessments, and performance support resources aligned with defined learning objectives and organizational needs.
- Led the rollout, delivery, and lifecycle maintenance of a flagship introductory training course, ensuring content accuracy and alignment as tools, platforms, and workflows evolved.
- Applied instructional design methodologies and adult learning principles to develop structured, accessible learning experiences, leveraging stakeholder input and evaluation data to enhance instructional effectiveness.
- Facilitated train-the-trainer sessions and supported live delivery to ensure instructional consistency, facilitator readiness, and high-quality learner experiences.
- Managed digital training content across LMS and virtual platforms, ensuring materials were ready for delivery.
- Collaborated with cross-functional stakeholders, including SMEs, trainers, and program managers, to coordinate logistics, refine course materials, and ensure successful program execution.
- Mentored and onboarded new team members by sharing instructional best practices and accelerating time-to-competency.
- Identified workflow gaps and contributed to continuous improvement efforts by developing standard operating procedures, process documentation, and performance support tools.

Teacher

ORANGE COUNTY PUBLIC SCHOOLS | OCTOBER 2019 – NOVEMBER 2021

- Designed and adapted curriculum and digital learning resources aligned with defined learning objectives and organizational standards.
- Developed and facilitated engaging virtual and in-person learning experiences using platforms such as Canvas, Lumio, Nearpod, and web conferencing tools.
- Collaborated with cross-functional partners to design instruction using data-informed and backward design approaches to support learner needs and performance outcomes.
- Analyzed learner performance and assessment data to evaluate effectiveness, identify gaps, and adjust instructional strategies to improve outcomes.
- Communicated regularly with stakeholders to provide progress updates, clarify expectations, and support learner success.
- Mentored and supported instructors by sharing best practices related to lesson design, learner engagement, and instructional delivery.
- Recognized as a Teacher of the Year finalist (2021–2022) for designing and delivering engaging, creative learning experiences.

Substitute Teacher

KELLY EDUCATIONAL STAFFING | MAY 2018 – OCTOBER 2019

- Delivered planned instructional content across multiple subjects and groups, adapting quickly to new environments and requirements.
- Ensured continuity of instruction through strong communication, flexibility, and adherence to established guidelines.

Teaching Assistant

UNIVERSITY OF CENTRAL FLORIDA | JANUARY – MAY 2017

- Supported career readiness training by coaching undergraduate learners on job search skills within an assessment-based learning environment.
- Facilitated virtual mock interviews, providing structured feedback to support skill development and performance improvement.
- Reviewed and evaluated learner assignments and assessments within Canvas, ensuring timely, consistent feedback.

EDUCATION & CERTIFICATIONS

*Master of Arts in Instructional Design &
Technology, Instructional Systems*
University of Central Florida
2025

*Bachelor of Science in Psychology,
minor in Leadership Studies*
University of Central Florida
2017

Section 508: Authoring Accessible Documents
Department of Homeland Security
2025