

# TANEISE POLK, M.ED.

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[Instructional Design Portfolio](#) | [LinkedIn](#)

## INSTRUCTIONAL DESIGNER | LEARNING EXPERIENCE DESIGNER (LXD) | A.I. DRIVEN LEARNING SPECIALIST

Innovative and adaptable learning professional with expertise in creating learner-centered educational content across diverse industries. Proficient with multiple LMS platforms, authoring tools, and AI technologies including Articulate Storyline, Rise 360, Canvas, Brightspace-D2L, and Adobe Captivate. Demonstrated success in crafting engaging holistic online learning materials and achieving objectives in high-paced, fluid work environments. Skilled in leveraging AI to enhance instructional design and deliver impactful results.

### AREAS OF EXPERTISE

- **Learning Management Systems (LMS):** Moodle, Canvas, Brightspace-D2L, Blackboard, DominKnow
- **Authoring Tools:** Articulate Storyline 360, Rise 360, Adobe Captivate
- **Design Applications:** Adobe Captivate, Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Canva
- **AI Technologies:** Midjourney, Leonardo AI, Adobe Firefly, ChatGPT, Kling AI, additional AI tools
- **Methodologies:** ADDIE, Backward Design, SAM, Holistic Learning, Agile
- **Design and Development:** User-Centered Design, Curriculum Development, Content Strategy
- **Technical Skills:** Microsoft Office Suite, HTML, Graphic Design
- **Collaboration:** Cross-Functional Teamwork, Problem-Solving, Communication
- **Management:** Project Leadership, Data-Driven Content Improvement

### PROFESSIONAL EXPERIENCE

#### CAVCO/ROBERT HALF TECH RECRUITING (Remote), Phoenix, AZ

Aug 2024 - March 2025

##### Contract Instructional Designer, Full-time

Cavco is a leading manufactured home builder, where I created and implemented interactive training programs to enhance user engagement and improve knowledge retention.

- Constructed comprehensive training solutions for the Deacom v17 upgrade using Storyline 360.
- Engineered assessment strategies including scenario-based questions and knowledge checks that enhanced learning outcomes.
- Transformed static video content into dynamic e-learning modules, ensuring effective knowledge transfer and user adoption.
- **Contributed to team review discussions to refine and finalize training deliverables and updates.**

#### LIONBRIDGE TECH (Remote), Waltham, MA

Dec 2021 – May 2024

##### Instructional Designer, Part time

Lionbridge Tech is a global leader in translation and localization solutions, where I developed comprehensive instructional strategies and e-learning modules.

- Transformed PowerPoint presentations into interactive learning experiences using Storyline 360.
- Developed assessment instruments including knowledge checks and scenario-based evaluations to measure learning effectiveness.
- Analyzed feedback on training programs and identified areas for improvement.

**LIFE UNIVERSITY (Remote), Marietta, GA**

Aug 2023 – Jan 2024

**Instructional Designer, Full-time**

Life University is a leading institution in chiropractic education, where I redesigned and developed online courses to meet educational quality standards.

- Partnered with subject matter experts and stakeholders to design and enhance standardized online courses by gathering audience insights and learning objectives using tools like Blackboard and ChatGPT.
- Conducted comprehensive needs assessments to identify learning gaps, resulting in targeted course improvements.
- Managed a team of contractors to efficiently execute projects, focusing on course updates, master templates, and redesigns.

**NATIONAL UNIVERSITY (Remote), San Diego, CA**

April 2021– June 2023

**Learning Experience Designer (LXD), Full-time**

National University is a private nonprofit institution, where I crafted and implemented learner-centered online courses utilizing advanced methodologies and emerging technologies.

- Launched 2-3 new courses per development cycle using Agile methodologies and multimedia resources within Brightspace LMS.
- Implemented AI-driven solutions to personalize learning experiences, using AI tools like Midjourney and Leonardo AI to develop high-quality images.
- Created interactive simulations and adaptive assessments using Storyline 360, tailored to individual learner needs.
- Collaborated with subject-matter experts to implement high-impact instructional strategies, leveraging research-backed methods, iterative testing, and learner feedback to boost engagement by 25% and course completion rates by 15%.

**STRIDE INC (Remote) Herndon, VA**

Sept 2020 – April 2021

**Instructional Designer, Learning Solutions, Full-time**

Stride Inc(K-12)., a leader in online education, I played a key role in developing style guidelines and evidence-based practices, applying instructional design principles to ensure consistent quality and adherence to specifications for assets and lesson modules.

- Managed a portfolio of 60+ accounts, created more than 12+ new accounts, and maintained a course catalog by optimizing 23+ obsolete courses.
- Enhanced the content management system by redesigning job aids, reference materials, and technical documentation, leading to improved operational efficiency and productivity.
- Refined lessons for instructional soundness, presentation pacing, tone consistency, and readability within the Dominknow LMS.

**BCD TRAVEL (Remote) Atlanta, GA**

Jan 2018–Oct 2020

**Curriculum Design and Development Specialist, Full-time**

At BCD Travel, a global travel management company, I enhanced the Operations and Badging programs and led the transition of courses to an online delivery format.

- Led HTML5 conversion efforts, transforming 88% of Flash-based courses (21 total courses, 9% of the library) into modern formats, improving accessibility and compliance.
- Recruited into a Curriculum Design and Development role to assist in expanding the Operations and Badging programs, simplifying participant workbooks, designed scenario-based exams, and transitioned to online delivery to increase employee learning and development by 60%.
- Authored GDPR compliance guides and exams, updated IMF account-specific certification exams, and supported multiple global implementations, including WarnerMedia and Ritual Cosmetics.

- Expanded the Operations Certification and Badging program, completing updates to the Travel Consultant Trainee (TCT) materials, transitioning participant materials to a paperless format, and finalizing revisions for the "Living Our Strategic Direction" series. Delivered a 109% productivity score through effective time and resource management.

**PARKER UNIVERSITY** Dallas, TX

Aug 2014– Dec 2017

**Senior Instructional Designer, full-time**

Parker University is a private university focused on healthcare and wellness programs, where I developed and implemented online courses across various disciplines.

- Elevated to the role of Senior Instructional Designer, responsible for developing, reviewing, and implementing over 100 courses including Chiropractic Studies, Health Sciences, Business, and Massage Therapy.
- Received Excellence in Teamwork Award in 2016 for outstanding collaboration and contributions within Parker University's Department of Online Education.
- Conducted 18+ training sessions throughout the academic year focusing on Instructional Design best practice topics and Blackboard training.
- Ensured all courses adhered to Parker University's style guidelines, contributing to the university's recognition as one of the top four fastest-growing colleges in Texas.

**EDUCATION**

**Master's Degree, (M.Ed.), Instructional Technology**, Texas Tech University, Lubbock, TX