

# Alana J. Minor-Szajnert

984-322-0363

[alana.szajnert@gmail.com](mailto:alana.szajnert@gmail.com)

[www.alanaszajnert.com](http://www.alanaszajnert.com)

Chapel Hill, NC

## **Profile:**

I am an instructional designer and curriculum developer with more than 10 years of experience in the US and abroad. I am a tenacious and creative problem-solver, a strong and compassionate leader, a data-driven analyst who can see both the big picture and the smaller details. I am excited about finding a position that will allow me to use my potential, experience, and desire to maximize the learning and growth of the employee both locally and globally.

## **Hard Skills**

- Standard French Fluency
- Learning management systems
- Learning methods & principles
- Data mining & analysis
- Microsoft Business Suite
- Mac OSX
- Wordpress
- Google Suite
- Articulate 360, Storyline, Rise
- Copyediting
- Grant writing
- Billing system management
- Payroll system management
- Event organizing

## **Soft Skills**

- Empathy
- Integrity
- Dependability
- Creativity
- Willingness to learn
- Adaptable
- Organization & Time Management
- Problem solving
- Critical thinking
- Cultural sensitivity
- Open, inclusive, and equitable mindset
- Customer service

## **Experience & Accomplishments:**

- Adapted, designed, and led synchronous, asynchronous, and hybrid learning over a variety of learning management systems.
- Recruited and maintained French learners to leverage five levels of language courses.
- Organized and hosted meetings and classes over Zoom, Skype, Microsoft Teams, and Google Video.
- Measured and assessed learning using a variety of learner data.
- Created and instructed classroom and e-learning for employees using adult learning principles

- Scripted and storylined several curriculum programs for adult learning
- Predicted learner outcomes using prior assessments and socio-economic information to inform lesson planning and future evaluation
- Negotiated and defended the adoption of two e-textbooks
- Leveraged inclusive and accessible hybrid coursework in public school setting
- Designed and disseminated meaningful infographics
- Pivoted authentic resources to focus on diversity and inclusion
- Advocated for equitable treatment among coworkers and community members
- Constructed professional development learning and activities for diversity, equity, and inclusion across departments
- Collaborated with and contributed to in-house and virtual professional learning communities and networks
- Reviewed and argued for and against learning and instructional goals as part of leadership team

### **Previous Employment:**

#### ***August 2020-March 2022***

Instructor, Graham High School, NC

#### ***August 2015-May 2020***

Instructor, Harrison High School, OH

#### ***August 2013-July 2015***

Instructor, McAuley High School, OH

### **Education:**

-University of Kentucky: MA French, May 2011

-Berea College, KY: BA, French, May 2007

### **References:**

- Angela Uribe-Romero, Spanish Teacher and Head of Department of World Languages, Graham High School, Graham, NC  
[angela\\_uriberomero@abss.k12.nc.us](mailto:angela_uriberomero@abss.k12.nc.us)
- Dr. Elizabeth Frierson, Associate Professor of History, University of Cincinnati, Cincinnati, OH [elizabeth.frierson@uc.edu](mailto:elizabeth.frierson@uc.edu), 513-646-4878
- Alexandra Ogden, Artistic Director and Owner of Dashing Mouse Designs, Cincinnati, OH [info@skeinshop.com](mailto:info@skeinshop.com), 513-436-4276
- Molly Scruta, Coordinator of Diversity & Inclusion, University of Cincinnati Blue Ash, Cincinnati, OH [molly.scruta@uc.edu](mailto:molly.scruta@uc.edu), 513-484-5388

