**Angelica Blakes**

Lewisville, Texas 75067

 (832)293-5236

Angelica\_Blakes@yahoo.com

https://www.linkedin.com/in/angelicablakes/

# Objective

Dedicated and innovative Instructional Designer with five years of experience in designing, developing, and implementing engaging learning experiences. Skilled in utilizing a variety of instructional technologies and methodologies to create effective educational materials. Seeking to leverage my expertise in curriculum development, e-learning, and adult education to enhance learning outcomes and contribute to the success of your organization.

# **Relevant** Experience

## JOB COACH | WORK READY TEXAS| june 2024- current

* Conduct initial assessments to understand the individual's strengths, weaknesses, interests, and vocational goals.
* Evaluate the work environment to ensure it meets the needs of the individual.
* Develop customized support plans tailored to the individual's specific needs and goals.
* Regularly review and update support plans based on progress and changing needs.
* Identify suitable job opportunities that match the individual's skills and interests.
* Provide hands-on training to help individuals learn job-specific tasks.
* Use various teaching methods and tools to enhance understanding and skill acquisition.
* Teach essential job skills, such as time management, communication, teamwork, and problem-solving.
* Provide training in soft skills, such as professional behavior, interpersonal skills, and customer service.
* Regularly observe individuals on the job to ensure they are performing tasks correctly and efficiently.
* Provide constructive feedback and positive reinforcement to boost confidence and competence.

## LEAD PROGRAM FACILITATOR | GIRLS INC. OF METROPOLITAN DALLAS| 2023-2024

* Utilize the Girls Inc. guidelines to develop curriculum and facilitate assigned programs.
* Lead high-quality, impactful programs in both in-person and virtual settings to 60 girls per session.
* Provide mentorship and academic support to participants in after-school programming.
* Administer meal service in compliance with food partner requirements.
* Implement all safety and program quality standards.
* Ensure necessary program data is collected to support grant outcomes and the learner’s impact.
* Monitor program implementation to ensure success and recommend program improvements.
* Implement recruitment plans in collaboration with program leadership to achieve enrollment targets increasing enrollment by 8 percent.
* Utilize program management tools like asana to manage workload and task based on their priority and deadlines.
* Attend and lead staff meetings, training events, and workshops to continually increase and share knowledge and skills.
* Create lesson plans, PowerPoints, worksheets, recruiting materials, and other resource materials according to increase learner's outcomes.
* Maintain inventory of program supplies and submit supply orders in a timely manner.
* Received awards including Culture Queen, and 100 percent retention based on impact on campus held on partnership facilitation as well as workshop facilitation.

## Instructional Teacher | Barbizon | 2022- 2023

* Design comprehensive lesson plans encompassing acting, modeling, and personal development topics aligned with the Barbizon curriculum.
* Facilitate engaging courses covering skincare, makeup, grooming, nutrition, exercise, wardrobe selection, confidence building, effective communication, etiquette, and job interviewing techniques.
* Supervise models during training sessions and delegate responsibilities as needed to ensure a smooth learning experience.
* Establish and maintain professional relationships with parents, providing mentorship and guidance to up to 70 students.
* Manage all documentation pertaining to student progress.
* Organize and host end-of-class day events to showcase student achievements and foster community engagement.
* Monitor student exercises and provide constructive feedback to enhance learning outcomes.
* Cultivate a safe and supportive learning environment that promotes student growth and development.
* Mentor students with a growth mindset, encouraging resilience and perseverance in their personal and professional pursuits.

## EDUCATOR | Dallas ISD | 2018- 2022

* Analyze data meticulously to identify trends and areas for improvement in student success metrics.
* Design comprehensive lesson plans encompassing reading and social studies curriculum aligned with the Texas state learning standards.
* Develop and implement strategic action plans obtaining successful outcomes over 80 percent of the time.
* Communicate effectively and sensitively with staff, fostering a culture of trust and collaboration.
* Maintain files and records to ensure efficient tracking of up to 30 students' progress and support services per year.
* Support special education students in managing their behavior effectively with SEL strategies and according to their IEPs.
* Provide a supportive and inclusive learning environment with instruction for learners of different tiers.
* Support all students with emotional and behavioral concerns, assisting them in developing appropriate social skills and coping mechanisms.
* Facilitate the development of communication and creativity skills through engaging group activities and projects.
* Collaborate directly with students to address individual academic needs and create action plans to support their learning goals.

## Special Education Paraprofessional | Fort Bend ISD | 2016-2018

* Provide individualized assistance to special education students encompassing a range of disabilities.
* Mentor students in proper academic etiquette and social activities, fostering a positive and inclusive learning environment.
* Offer empathetic support to students dealing with emotional and behavioral concerns, aiding in the development of appropriate social skills and coping strategies.
* Facilitate the enhancement of communication and creativity skills through engaging group activities and projects tailored to each student's needs.
* Act as a sponsor for the Lake Olympia Ladies of Excellence Girls Club, providing guidance and support to empower young women in their personal and academic growth.

**Education and Certification**

M.S Learning Experience Design and Educational Technology| Western’s Govern University | Current| Salt Lake City, Utah

State Board Educator Certification| July 2019-October 2024| Austin, Texas

B.S. Business Marketing| Texas A&M University | 2011-2015 |Corpus Christi, Texas

**Skills**

Curriculum Development| E-Learning| Storyboarding| SCORM| LMS| Multimedia| Articulate| Captivate |Camtasia| HTML/CSS| Assessment| Evaluation| Project Management| Analytics| UX/UI| Canva| Nearpod| Skool