

# Gloria Square

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## Summary

Skilled teaching and instructional design professional with a solid educational background and 20+ years of progressive, transferable, and blended experience in multimedia knowledge within diverse work setting; seeking a role as an E-Learning Instructional Designer. Holds a Master's in Instructional Design Technology with a specialization in Online Learning. Skilled in utilizing various e-learning authoring tools and learning management systems, with a proven track record of designing effective online learning experiences. Actively seeking a position as an E-Learning Instructional Designer to utilize my expertise in creating dynamic, learner-centered e-learning solutions.

## Work Experience

### **Prince William County Public Schools, Freedom High School**

*CTE/Business Education Teacher/Computer-Based Instructor* | Woodbridge, VA | Nov 2022 - Present

- Design and implement instructional strategies to optimize student learning, leveraging a variety of materials and technology to enhance engagement.
- Evaluate student progress and tailor teaching methods accordingly, ensuring adaptive and effective pedagogical approaches.
- Instruct business education courses, adapting content delivery to accommodate diverse student needs and learning levels.
- Engage in active collaboration and communication with colleagues, students, and parents to foster an inclusive and supportive educational environment.

### **Prince William County Public Schools, Gar-Field Senior High School**

*Administrative Secretary II-Counseling & Main Office* | Woodbridge, VA | Sep 2013 - Nov 2022

- Managed administrative functions, ensuring smooth operations by coordinating student registration and addressing inquiries from administration, students, and parents.
- Enhanced information management through the processing of discipline referrals, withdrawals, and transcript requests, improving overall efficiency.
- Conducted in-house training on software applications, significantly reducing external helpdesk reliance by empowering staff with advanced technical skills.
- Developed and launched a communication platform for senior class activities, increasing engagement and awareness among students and parents.
- Streamlined student transfer procedures by introducing centralized tracking systems and digitizing records, resulting in more efficient data management.

## **Finnegan, Henderson, Farabow, Garrett, & Dunner, L.L.P.**

*Document/Graphic Specialist* | Washington, DC | Dec 2011 - Sep 2013

- Enhanced document processing efficiency for a large legal team by providing advanced support and informal software consultations, ensuring smooth operational workflows.
- Maintained complex document integrity across multiple software platforms, ensuring accuracy and consistency in legal documentation.
- Produced and replicated detailed patent drawings, templates, and flowcharts, facilitating precise legal illustrations and presentations.

## **Williams Lea, Contract/On-Call**

*Document Specialist* | Mar 2011 - Dec 2011

- Maintained the utmost discretion while handling confidential legal documents, ensuring secure processing aligned with court and client requirements.
- Streamlined document management workflows by expertly editing, transcribing, and converting files, enhancing the efficiency of document production and retrieval processes.

## **Epikos, Inc., Contract/Remote**

*Word Processor/Federal Resume Writer* | Feb 2010 - Jul 2010

- Synthesized client career histories and personal achievements to construct tailored resumes and cover letters, enhancing their prospects within government job markets.
- Leveraged thorough interviews and strategic analysis to provide personalized job search guidance, directly supporting client career advancement objectives.

## **Education**

### **Walden University**

Master of Science, Instructional Design Technology, specialization: E-Learning | Minneapolis, MN | 2019

### **DeVry University**

Bachelor of Science, Technical Management, specialization: Technical Communications | Manassas/Arlington, VA | 2015

## **Certifications**

**Level 1 and 2 certifications** | PWCS Adobe Creative Cohort | 2021

**Participant and contributor status** | Adobe Education Exchange | 2021

## **Skills**

ADDIE Design Model, Instructional Design Principles, Technical Writing, Storyboarding, Diverse Business Industries (Education, Legal, Graphic Design, Consulting), Training, Complex Document Production, Instructional Interactions/Simulations, Canva, Microsoft Office Suite, Adobe Creative Suite (*Photoshop, Illustrator, Premiere, Audition*), Adobe Captivate (*E-learning authoring tool*), Adobe Spark, Canvas (LMS), Blackboard (LMS), Graphics Software (*Visio, Adobe Photoshop, and Framemaker*), Dreamweaver, HTML 5, Project Management, Creativity, Diverse Communication, and Problem-Solving