Katie Holloman

Contact

✉ Contact me via LinkedIn

Education

Master of Arts
- *Instructional Design & Adult Learning*
- Learning Design & Technology
- School of Education & Human Development
- University of Colorado Denver

Bachelor of Science
- *Marketing*
- Business Administration
- Leeds School of Business
- University of Colorado Boulder

Expertise
- Google Suite
- Microsoft Office
- Articulate LMS
- Canvas LMS
- Elentra LMS
- Thinkific LMS
- Camtasia
- Adobe Creative Cloud
- OnBase
- PeopleSoft (HCM)
- Zoom/Teams/Slack
- Instructional design
- Communication/Facilitation
- Teaching/Training
- Program management
- Collaboration

Experience

Instructional designer with over five years of experience and a Master of Arts degree in Instructional Design & Adult Learning. Over nine years of higher education experience and five years of project management experience. Lifelong learner with knowledge in design methodologies & pedagogies, focused on learner agency, authenticity, and meaningful reflection for human-centered design work.

Instructional design skills

Course development/Learning management system (LMS):
- Canvas, Elentra, Thinkific, Articulate, & Captivate

Design documentation/analysis:
- ADDIE, Backwards Design Model, storyboards, & evaluation

Multimedia:
- Screencasts/video, voice recording/podcasts, infographics, & websites

OME Instructional Designer

University of Colorado Anschutz Medical Campus, Remote   May 2021 – Present

- Creates online courses in the Elentra and Canvas LMSs for all four years of the Trek curriculum, including pedagogy and learner-focused resources, exam creation, and technical troubleshooting for implementation of new LMSs for the School of Medicine.
- Manages the Trek curriculum focusing on advising medical course/content directors, faculty, and staff on accessibility, best design guidelines, and instructional design methods.
- Develops technical trainings, written documentation, graphics, and video resources on various medical subjects including: LMSs, instructional design, medical digital tools, the Trek curriculum, and best project management practices.
- Develops the continually growing first-time faculty resource online community called, Teaching Resources (8,000+ members), as a singular source for design, accessibility, and training resources.

Instructional Design Assistant

The Learning Agency, Remote   April 2020 – May 2021

Thinkific LMS lead course developer, managed multiple eLearning experiences:
- Created multiple self-paced, asynchronous online course projects on mental health, required for 10,000 incoming first-year students from 2021-2024, and multiple online courses for individual placement & support training through Colorado Office of Employment First.
- Advised clients on instructional design methodologies, conducted analysis, managed regular project meeting check-ins, and managed project timelines.
- Created and facilitated flipped-model training for client on Thinkific LMS.
- Assisted instructional design team in facilitation of trainings on accessibility, ID project basics, & engagement in virtual learning settings.

Tuition Assistance Benefit Program Manager

University of Colorado System, Hybrid – Denver, CO   Aug 2017 – May 2021

- Managed the Tuition Assistance Benefit (TAB) fall 2017 - spring 2020 Pilot Program with program extended due to success. Processed an average of 1,900 TAB applications a semester via OnBase and PeopleSoft (HCM), with 71% application increase from previous academic year semesters.
- Collaborated with Employee Learning & Development team for TAB training videos, webinars, TAB website redesign, and edited campus-wide email communications with Communications/Marketing team.
- Developed first-time OnBase workflow training guide, taxation processing guidelines, and communication for counselor training.
- Administered program policy, marketing, program flyers/emails, intercampus communication and first-time data reports to campus Registrar's, Bursar's, CFOs, TAB subcommittees, and Employee Services Directors.

Additional Involvement

Katie Holloman Art

2017 – Present

ThinqStudio unconference staff

2021

Learning Experience Design certified

2020

University of Colorado Staff Council

System Representative

2019 – 2020

System Staff Council Representative

2019 – 2020

CU at the Top certified -

Leadership & Well-being pathways

2018 – 2019

Youth for Understanding

Foreign exchange program volunteer

2017 – 2019

Employee of the Year award

CU Boulder -- Admissions/Operations

2015 – 2016

Speak English program

E.S.L. Teacher Volunteer

2014 – 2015

ITTT: Teaching English as a Foreign

Language certified

2012

Personal Skills

- Efficiency
- Determination
- Creativity
- Leadership
- Communication
- Strategic
- Adaptability
- Organizational

Experience Continued

Higher Education & Teaching

Student Employee Supervisor/Technical Specialist II

University of Colorado Boulder, Boulder, CO   Aug 2015 – Aug 2017

- Managed large student employee team with processing electronic admissions documents for continually increasing numbers of applicants (31,347 applicants 2016-2017) via credential lookup/labeling, Capture, Singularity & PeopleSoft systems.
- Interviewed, hired/onboarded, trained, scheduled, and supervised 15 student employees, including coordinated managing office-wide student activities and office parties each semester.
- Created the department's first Student Training Manual, as well as implemented and facilitated team cross-training in Admissions/Operations for professional staff.

Operations Administrative Assistant

University of Colorado Boulder, Boulder, CO   Sept 2014 – Oct 2015

- Managed student employees as Assistant Supervisor, organized student activities, trained and advised on data systems.
- Coordinated hard-copy admissions documents and created new inter-office evaluator filing system, increasing processing time from two days to 24-hour turnaround.
- Implemented first time transition from paper non-traditional applications to our online system, such as for Faculty/Staff, EngiNEAR Me program and Pre-Collegiate program.
- Reduced 3% document processing error margin to less than 1% by coordinating new Capture System keyword auto-populate functionality with our IT team.

Critical Reading & Writing Course Teacher

Nambu School District, Seoul, South Korea   Mar 2013 – Sept 2013

- Chosen out of my school district to teach English to 20 advanced-level Korean high school students during weekend and vacation time while teaching full time at Dongil Girls' High School.
- Created and implemented an interactive creative writing workshop program to promote students' acquisition of technical speech skills.
- Reinforced secondary language skills through essay writing, peer proofreading, and written exams.

English Teacher

Dongil Girls' High School, Seoul, South Korea   Aug 2012 – Sept 2013

- Taught English to 400+ Korean-speaking high school student for a second year abroad.
- Created conversation-based yearly lesson plans, including PowerPoints & worksheets.
- Instituted an ongoing American-Korean pen pal program.
- Wrote, developed & edited two published textbooks, focused on learning E.S.L. (English as a Second Language) using diverse cultures, music, food, dance, student-created commercials, etc.

English Teacher

KNC Language School, Seosan, South Korea   Sept 2009 – Nov 2010

- Taught private textbook-based English lessons to 60+ students aged 5-adult.
- Provided instruction on various subjects including social studies, science, history, and art, creating additional worksheets for study.
- Directed effort to secure a contract with a local Hyundai manufacturing company, increased the number of students by 10% and taught a first-time English class to company employees.