

# BELINDA JIN

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## PROFILE

I graduated from Simon Fraser University Education Masters Degree with a specialization in Educational Technology and Learning Design. I grew up in China and spent few years in Communication Media study at SFU before studying Educational Technology. Studies in both Communications and Education program have trained me well to work in both small and large teams collaboratively and be confident in multitasks. I look forward and excited to use my design knowledge and ability to create new experiences in the educational field.

What I can offer:

**Content Interests:** *Instructional Design, Blended Learning, e-Learning (MOOCs), Online Learning, Peer Review, Early Childhood Education, and Adult Learning, Quality Matters course reviews*

**Design Interests:** *Educational Technology Design, Instructional Design, Curriculum Development, Learning Management System Design (LMS), Multimedia Design, Video Production*

**Strongest skills and experiences:** *2+ year of working in Education Industry, 2+ year of studying educational technology and learning theories; in addition, developing projects and prototypes. Experience doing research, writing/ editing, and writing work. 3+ years of work as an early childhood educator, Excellent computer software skills in Adobe Photoshop, Dreamweaver, InDesign, Illustrator, Premiere, AfterEffects, Acrobat XI, Adobe Experience Manager*

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## EDUCATION TECHNOLOGY WORK EXPERIENCE

### QM Quality Matters

*QM Coordinator and Certified Face to Face Facilitator | November 2018 – Present*

- Facilitate and coordinate QM Higher Education Rubric professional development workshop for instructors who teach online courses
- Follow *Quality Matters* Standards for all online course development
- Effectively and efficiently used QM Higher Education Rubric to assess online course designs

### Brighton College

*E-Learning and Instructional Design | August 2018 - Present*

- Transition existing F2F courses to blended and online deliver on LMS Canvas Site
- Develop curriculum and material for new online courses
- Facilitate and coordinate administrative aspects of course development, delivery and support
- Build and Update the courses on Canvas Site
- Research and develop all online course content, including assignments, videos, PPTs, quizzes, projects and etc.
- Follow *Quality Matters* Standards for all online course development
- Other duties as required by the Dean of Academics

### STEM Learning Lab (SLL)

*STEM Integration Specialist | April 2018*

- Worked with the SLL Team to develop, prototype, and test/document STEM curriculum in areas, such as coding, entrepreneurship, social entrepreneurship, innovation and design thinking
- Presented curriculum to teachers for professional development and to youth grades K-12
- Taught and supported SLL Youth Programs such as, but not limited to, Early Friday Dismissal, STEM Childcare, and camps/workshops/boot camps
- Other duties were requested by SLL Management as needed, such as created posters on Mailchimp and posted ads on Eventbrite

### Simon Fraser University Faculty of Education

*Research Assistant/Web Designer | September 2016 - August 2017*

- Maintained and updated the website ([www.modalresearch.com](http://www.modalresearch.com)) for the Artistic Learning Research project through Adobe Experience Manager (AEM)
- Integrated contents (including video, photos, text and URLs) into the new research website
- Worked with the MODAL Administration and other research assistants to improve user experience of existing content
- Worked on data organization and management. (e.g., labeling, filing, scanning, sharing)

### Simon Fraser University Teaching and Learning Center

*Intern | September 2016 – December 2016*

- Developed a blended workshop for professors on MOOCs (Massive Open Online Courses)

- Conducted high-quality blend MOOC courses and lesson plans for Post-Secondary school classrooms to support learning and teaching by using Instructional design principles
- Worked independently with Teaching and Learning Center curriculum design team on developing blended course content, learning activities, and assessments
- Participated and presented in DEMOfest 2016: The SFU Experience of Teaching with Technology and introduced the current use of MOOC techniques in the blended format for both students and teachers

#### **Simon Fraser University Faculty of Education**

*MOOC/EOLOGY Research Assistant/Designer | June 2015 – September 2016*

- Learned to use LightSide research tool to develop skills in test and build data through Quantitative research
- Developed interpersonal skills and job responsibility working in a team environment
- Published academic papers and attended academic conferences
- Designed a logo, a website banner, and website pages for learning conferences (<http://lak17.solaresearch.org/>) and team

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## **TEACHING/ LEARNING WORK EXPERIENCE**

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#### **KidsU Inc.**

*Early Childhood Educator | November 2017 - April 2018*

- Encouraged the children to be independent and model for them appropriate manners and behaviors
- Instructed children in activities designed to promote social, physical, and intellectual growth following the philosophies of Maria Montessori ( <https://www.youtube.com/watch?v=lfXvNfNkJeY> )
- Planned open-ended activities with an emphasis on process orientation and developmentally appropriate curriculum with age-appropriate and individualized activities
- Supervised the classroom, helped the children to think creatively, and solved problems independently

#### **Simon Fraser University Childcare Society**

*Casual Early Childhood Educator | September 2015 – August 2017*

- Observed and interacted with young children to ensure opportunities to learn through play
- Put learning theories regarding young children to practice. eg cognitively, socially and emotionally
- Developed interpersonal skills and job responsibility in a team environment
- Designed a curriculum and Interactive Website (<http://zero.belindajin.com/>) to introduce Zero Waste in Childcare

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## **EDUCATION**

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- M. Ed. in Educational Technology and Learning Design | Simon Fraser University | September 2015 - October 2017
- PBD in Communication | Simon Fraser University | September 2013 - April 2015
- BA in Communication | Simon Fraser University | September 2010 - October 2013
- Diploma in General Studies | Douglas College | September 2008 – February 2011
- BA of Financial Management | Heilongjiang University of Science and Technology | September 2007 – April 2009

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## **CERTIFICATION**

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- Certificates in Designing Blended Course, Applying the QM Rubric, Peer Reviewer, Applying the QM Rubric Face to Face Facilitator | Quality Matters | 2018
- Certificate in Google Analytics | Google | 2018
- Certificate in Early Childhood Educator Assistant | BC ECE Registry | 2018
- Certificate in Alberta Childcare Staff Level 1 | Alberta Child Care Staff Certification Office Alberta Children's Services | 2017
- Certificate in Ethical Conduct for Research Involving Humans Course on Research Ethics (TCPS 2: CORE) | Panel on Research Ethics - 2016
- Certificate in APEX Professional Development | Simon Fraser University | 2016
- Certificate in Multimedia and Web Development | University of British Columbia | 2016
- Certificate in Instructional Skills Workshop | Simon Fraser University | 2015
- Certificate in International Teaching Assistant | Simon Fraser University | 2015
- Certificate in Communication | Douglas College | 2010