

BELINDA JIN MED.

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LinkedIn: [linkedin.com/in/belinda-jin-86405265/](https://www.linkedin.com/in/belinda-jin-86405265/) · **Portfolio:** belindajin.com

Highly skilled and experienced instructional designer 5 years work experience in the post secondary further education sector. Certified in a variety of design tools including Adobe Captivate & Articulate 360 and accomplished in working with a number of LMSs including Canvas & Moodle to design and develop meaningful student centered learning and assessment solutions in close collaboration with a faculty and staff. Finely developed project management and team working skills to successfully create and execute a wide variety of learning and assessment projects, as showcased in my portfolio, belindajin.com

EXPERIENCE

Immigrant Employment Council of B.C.

E-Learning Specialist | August 2019 – Present

- Develop learning prototype and training materials for different programs within the organization
- Manage and provide the technical support of IEC-BC ASCEND and FAST program authoring tool (Articulate Storyline) and learning management System (Adobe Captivate Prime and ShiftIQ)
- Implement and maintain standards for instructional design, development, implementation and evaluation for workshop curriculum and other learning products
- Develop tactical implementation plans for approved training strategies, ensuring adherence to adult learning principles and facilitating the integration of new learning to IEC-BC employer resources

QM Quality Matters

QM Coordinator, Certified Face to Face & Online Facilitator, Member of Instructional Designer Association | November 2018 – August 2019

- Managed Brighton College QM Account (including workshop registration, student enrollment, facilitator training and technical support) through learning management system (Moodle)
- Facilitated and coordinated QM Higher Education Rubric professional development workshop for instructors who teach online courses
- Followed *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 Designer | August 2018 – August 2019

- Managed and provided the technical support of Learning Management System (LMS-Canvas), Publisher Resource System (McGrawHill Connect & Cengage MindTap), Turnitin and Microsoft office 365
- Built, Updated, and transited existing F2F courses to blended and online deliver on LMS
- Facilitated and coordinated administrative aspects of course development, delivery and support
- Researched and developed all online course content, including assignments, videos, PPTs, quizzes, projects and etc.

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 STEM Childcare and camps/workshops/boot camps
- Other duties were requested by SLL Management, 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) 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

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*

Simon Fraser University Faculty of Education

MOOCEDUCATION Research Assistant/Graphic&Web Designer | June 2015 – September 2016

- Used LightSide research tool to develop skills in test and build data through Quantitative research
- Published academic papers and attended academic conferences
- Designed a logo, a website banner, and website pages for learning conferences

EDUCATION

M. Ed. in Educational Technology and Learning Design | Simon Fraser University | 2015 – 2017

PBD in Communication | Simon Fraser University | 2013 – 2015

BA in Communication | Simon Fraser University | 2010 - 2013

TOOLS

Learning Design

- Articulate 360 (Storyline & Rise)
- LMS (Canvas, Moodle, D2L, Adobe Captivate Prime, ShiftIQ)
- Content management (CRM, Google Suite, Microsoft Office 365, TeamWork)
- Online Webinar (ZOOM, GoToWebinar, Adobe Connect, BlueJeans, BigBlueButton)

Multimedia Design

- Graphic: Adobe Creative Suite (PS,AI,ID)
- Web: HTML, CSS, Wordpress, AEM
- Game: Articulate Storyline & Scratch
- Video Production: Adobe Premiere, AfterEffect, Final Cuts Pro

CERTIFICATIONS

- Certificate in Project Management | University of Toronto | In progress
- Certificate in Adobe Captivate Specialist | Adobe | 2019
- Certificates in Peer Reviewer, F2F&Online Facilitator | Quality Matters | 2018 & 2019
- Certificate in Ethical Conduct for Research Involving Humans Course on Research Ethics (TCPS 2: CORE) | Panel on Research Ethics | 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