BELINDA JIN MED.

1(778) 885 0924 · xinxin@leeka.ca (preferred)
LinkedIn: linkedin.com/in/belinda-jin-86405265/ · **Portfolio:** belindajin.com

Highly skilled and experienced instructional designer with 6 years work experience in the post-secondary further education sector. Certified in a variety of design tools and accomplished in working with number of LMSs to design as well as developed 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

Simon Fraser University
Learning Technology Specialist | February 2021 – Present
- Assess, manage, develop, modify and maintain specialized learning technologies for courses in various blended and online Lifelong Learning Programs
- Identifies and reviews online course delivery needs, making recommendations and documenting feedback from instructors
- Participate in the development of implementation plans for new technology introductions, updates, and ongoing instructor support and training

Immigrant Employment Council of B.C.
ELearning Specialist | August 2019 – February 2021
- Managed IEC-BC online and blended learning projects and provided the technical support of authoring tools (such as Articulate Storyline & Rise) and learning management Systems (Adobe Captivate Prime and ShiftIQ)
- Implemented and maintained standards for instructional design, development, implementation and evaluation for both online and workshop curriculum as well as other learning products
- Developed tactical implementation plans for approved training strategies, ensuring adherence to adult learning principles and facilitating the integration of new learning to IEC-BC employer and staff resources
- Developed learning prototype and training materials for different programs within the organization

QM Quality Matters
QM Coordinator, Certified Face to Face & Online Facilitator, Member of Instructional Designer Association | November 2018 – August 2019
- Coordinated and managed QM Higher Education Rubric professional development workshop for instructors who teach online and blended courses
- Effectively and efficiently used QM Higher Education Rubric to assess online and blended course designs
- Managed Brighton College QM Account (including workshop registration, student enrollment, facilitator training and technical support) through Learning Management System (Moodle)

Brighton College
E-Learning and Instructional Designer | August 2018 – August 2019
- Involved the project management of the development and delivery of the QM workshops for instructors
- Coordinated and managed projects activities in the development and delivery of blended and online programs on Learning Management System (LMS-Canvas)
- Managed and provided the technical support of LMS, Publisher Resource System (McGrawHill Connect & Cengage MindTap), Turnitin, Microsoft office 365, and CRM
- Researched and developed both online and blended course content with instructors, including assignments, videos, PPTs, quizzes, projects and etc.

STEM Learning Lab (SLL)
STEM Integration Specialist | April 2018
- Coordinated 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

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
- Conducted high-quality blend MOOC (Massive Open Online Courses) courses and lesson plans for post-Secondary 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*

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 (Sugar CRM, Salesforce, Google Suite, Microsoft Office 365, TeamWork)
- Online Webinar (ZOOM, GoToWebinar, Adobe Connect)

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 Creative Commons | 2021
- Certificate in Project Management | University of Toronto | 2020
- 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 Ethnics (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