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 7 years work experience in the post-secondary further education sector and non-profit organization. Certified in a variety of design tools and accomplished in working with number of Learning Management Systems (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

Learning Technology Specialist
Simon Fraser University | *February 2021 – Present*
- Assess, manage, develop, modify, and maintain specialized learning technologies for courses in various blended and online Lifelong Learning Programs
- Identify and review 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

E-Learning Specialist and Instructional Designer
Immigrant Employment Council of B.C. (IEC-BC) | *August 2019 – February 2021; March 2021 - Present*
- Manage IEC-BC online and blended learning projects and provide the technical support of authoring tools (Articulate Storyline & Rise) and LMSs (Adobe Captivate Prime and ShiftIQ)
- Implement and maintain standards for instructional design, development, implementation, and evaluation for both online and workshop curriculum as well as 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 and staff resources
- Develop learning prototype and training materials for different programs within the organization

Learning and Course Development Consultant
Freelance | *July 2020 – Present*
- Provide consulting services in the areas of curriculum writing, development, and reviews, instructional design, multimedia design for course development, selecting learning technologies for institution, etc.
- Create the 1st Canada marine online course with Transportation Canada Certified instructor at Western Maritime Institute (WMI)
- Manage UI, UX, and Web Development programs renewal at Tamwood Careers College including various curriculum writing, instructional materials review, assessment and course outline re-write
- Manage and provide LMSs (Canvas, Moodle, and Google Classroom) technical support and training for instructors at Campus Support, MWI, and Tamwood Careers College

Coordinator, Certified Face to Face & Online Facilitator, Member of Instructional Designer Association
QM Quality Matters | *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)

E-Learning and Instructional Designer
Brighton College | *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 & Pearson, 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 etc.

Research Assistant and Web Designer
Simon Fraser University Faculty of Education | *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

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

TOOL

Learning Design
- Articulate 360 (Storyline & Rise)
- LMS (Canvas, Moodle, D2L, Adobe Captivate Prime, ShiftIQ)
- Content management (Sugar CRM, SERA, Salesforce, Google Suite, Microsoft Office 365, TeamWork, etc.)
- Evaluation (Survey Monkey, Simple Survey, Tableau, etc.)
- Webinar (ZOOM, GoToWebinar, Adobe Connect, etc.)

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

CERTIFICATION

- Certificate in Higher Education Teaching | Harvard University | 2023
- Certificate in Universal Design of Learning (Level 1&2) | CAST Learning Designed | 2023
- Certificate in Facilitator Development Workshop (FDW) | Simon Fraser University | 2022
- Certificate in User Experience | University of Toronto | 2022
- Certificate in Learning Technologies | Association for Talent Development (ATD) | 2021
- Certificate in Creative Commons | 2021
- Certificate in Project Management | University of Toronto | 2020
- Certificates in Applying the QM Rubric, Peer Reviewer, F2F & Online Facilitator | Quality Matters | 2018 & 2019
- Certificate Early Childhood Educator Assistant | ECE Registry BC & Alberta Childcare Staff Certification | 2017
- Certificate in Ethnical Conduct for Research Involving Humans Course on Research Ethics (TCPS 2: CORE) | Panel on Research Ethics | 2016
- Certificate in Instructional Skills Workshop (ISW) | Simon Fraser University | 2015
- Certificate in International Teaching Assistant | Simon Fraser University | 2015