

# SOPHIA BROWN

## Assistant Instructional Systems Specialist

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### PROFESSIONAL SUMMARY

Dynamic Assistant Instructional Systems Specialist with 5 years of hands-on experience in developing and implementing effective training programs. Expert in utilizing instructional design principles and technologies to create engaging educational content. Driven to enhance learning experiences and outcomes through innovative instructional strategies tailored to diverse audiences.

### WORK EXPERIENCE

#### Assistant Instructional Systems Specialist

📅 Mar / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Functioned as an Assistant Instructional Systems Specialist, executing various tasks within the Army Training Support Enterprise.
2. Contributed as the TPD lead in HQ TRADOC working group, shaping instructional systems design processes and guidelines.
3. Authored and edited the ATSC Annual Review, collaborating with teams to ensure clarity and accuracy of content.
4. Supported the development of the TADLP Strategic Plan through extensive writing and editing, leveraging knowledge of DL and TampE policies.
5. Coordinated strategic planning efforts within the ATIS organization, leading meetings to synchronize information across teams.
6. Provided writing and editing support for the Training and Education Initial Capabilities Document in alignment with JCIDS processes.
7. Managed the production of the ATSC Annual Report, distributing it to partners and stakeholders globally.

#### Instructional Systems Specialist

📅 Mar / 2020-Mar / 2021

Lakeside Apparel Co

📍 Chicago, IL

1. Developed strategies for importing course content into computer-based training platforms, enhancing accessibility for learners.
2. Delivered command-wide guidance on Instructional Systems Development (ISD) and learning theories.
3. Conducted seminars on TBT design and implementation, fostering knowledge sharing among participants.
4. Executed feasibility studies on educational technologies, evaluating their effectiveness for instructional purposes.
5. Implemented high-priority projects to streamline technical procedures and improve operational baselines.
6. Supported USMC training needs assessments, collaborating with defense contractors post-contract recompute.

### EDUCATION

#### Master of Education in Instructional Design

📅 Mar / 2019-Mar / 2020

University of Texas

📍 Phoenix, AZ

Focused on developing effective educational programs and applying instructional design principles.

### SKILLS

Effective Communication

Interpersonal Skills

Presentation Skills

Feedback Mechanisms

### ACHIEVEMENTS

- ★ Developed a comprehensive training program that improved learner satisfaction scores by 30%.
- ★ Implemented an innovative eLearning solution that reduced training time by 25%.
- ★ Created assessment tools that increased the effectiveness of instructional programs by 40%.