



LAUREN STALFORD

PROFILE

A student of instructional design with proven competency in fundamental design skills including assessment and planning, design and development, and evaluation and implementation. A proven track record for designing and developing effective programs using research backed design models and relevant technologies. A focus on adult learners and utilizing instructional design in nonprofit work.

EDUCATION

MASTER OF SCIENCE IN EDUCATION IN LEARNING DESIGN AND TECHNOLOGY

Purdue University
Summer 2022

BACHELOR OF ARTS IN LETTERS (ENGLISH, LANGUAGES, HISTORY AND PHILOSOPHY)

University of Oklahoma
2010

ADDITIONAL COURSEWORK IN COMMUNICATION SCIENCES

Texas Woman's University
2017-2018

SKILLS

Operations / Site Coordinator
Health Coaching Certification 2019
Curriculum Planning/development
design experience
Proficient in MS Word, Excel, Power Point,
and Publisher
Proficient in Google Suite
Proficient in iMovie and Camtasia
Proficient in Canva
Proficient in Articulate 360

KEY ACHIEVEMENTS

- Assessing, planning, designing, and developing training materials for specific performance needs.
- Designing training curriculum based on research-backed instructional design models including ADDIE, The Dick and Carey Model, and The Kirkpatrick Model.
- Successfully developing varied artifacts to prove competency in key instructional design areas including planning, design and development, and evaluation and implementation.
- Progressive development from team member to supervisory positions. Training and development in management roles; including site coordinator certification to enhance best site practices.
- Program and curriculum development increased site grants and funding, and furthered program opportunities.
- Training and certification in health and wellness coaching. Experience in building a personal brand and utilizing social media communications.

PROFESSIONAL EXPERIENCE

HEALTH AND WELLNESS COACH

2018-PRESENT

SELF EMPLOYED DALLAS, TX

- Developed health and wellness programs specified to clients' goals and needs.
- Created individualized meal planning and nutritional guidance for clients.
- Created and guided clients through personal training sessions and programs.
- Created online social media platform to provide quality health and wellness information for new and potential clients.

BILLING SPECIALIST

2016-2017

FELLOWSHIP ONE, DALLAS, TX

- Researched, investigated, and resolved billing issues.
- Developed customer communications to enhance customer support options.
- Evaluated and implemented payment processing system to handle increase of manual payments.
- Tracked data in payment methods to help billing team understand customer needs and preferences.

CERTIFIED SITE COORDINATOR/ CASE MANAGER

2012-2015

COMMUNITIES IN SCHOOLS DALLAS, DALLAS, TX

- Recruited and organized community volunteers and resources. Trained volunteers and community partners on best practices for program.
- Oversaw all operations and management for site program.
- Directed planning and development of site events and activities, including managing grant programs.
- Developed communications and presentations to promote program that directly resulted in meeting program benchmark numbers.
- Established campus assessments and created individualized plans for campus and student success.
- Developed and implemented student success groups.
- Developed student assessments and individual student mentoring.
- Spearheaded curriculum development for various program groups.
- Coordinated and liaised with campus staff to develop new programs.

LEAD TEACHER

2011

MERRYHILL SCHOOL, FRISCO, TX

- Created and implemented curriculum for classroom.
- Developed daily and monthly communications for parents to increase customer understanding of curriculum goals and objectives.
- Organized and developed site events to increase enrollment.

CONTACT

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