

COLLEEN LATIMER

INSTRUCTOR | LEARNING EXPERIENCE DESIGNER

Portland, OR

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PROFESSIONAL SUMMARY

Innovative instructor developing unique educational solutions targeting specific learning needs. Engaging and empathetic facilitator with 20+ years of experience training in corporate, nonprofit, and higher education environments. Collaborative partner in course, program, and curriculum development.

AREAS OF EXPERTISE

Adult Learning Theory Application
Program Development and Management
Curriculum and Communication Design
Needs Assessments
Universal Design for Learning
Multimodality Training

UX/UI Design
Collaboration with SMEs
Diversity, Equity, and Inclusion Practices
Agile Project Management
Program Evaluation
Trauma-Informed Education Practices

RECENT WORK EXPERIENCE

Instructor | Portland Community College, January 2022 – PRESENT

Deliver engaging in-person and remote differentiated instruction in Adult Education, Foundations of Math and Language Arts. Develop interactive D2L courses for maximum student engagement. Tutor all subjects of the GED® for identified students in need of support. Utilize tools for teaching individuals with learning differences. Assess and track student progress and proactively retain learners via formal and informal outreach measures. Employ self-created print and online interactive tools to meet learner outcomes. Collaborate with Adult Education team, Navigators, Accessible Ed and Disability Resource team to provide best possible support for students.

Freelance Instructional Designer | December 2021 – PRESENT

Develop and deliver web-based content for non-profit and corporate clients. Publish microlearning modules, courses, webinars, and print-based material. Select and/or design branding and social media outlets. Collaborate with stakeholders to meet the specific needs of the audience.

Trainer / Instructional Designer | Portland Literacy Council, June 2018 – PRESENT

Design materials and present in-person and remote trainings (approximately 4 per year) based on the needs of PLC tutors on various topics regarding adult learning, and strategies for working with adult learners in-person and remotely.

Instructional Designer | University of Western States, January 2022 – July 2023

Interpreted program learning outcomes to implement new courses within the Sports Medicine, master's degree program. Collaborated with instructors (Subject Matter Experts) to develop learning materials, assessments, and activities that meet accreditation and program standards and engage learners. Collaborate with ID team and Instructors to Implement course design and improvements with each term in Canvas.

GED Educator | Multnomah County Library, May 2018 – June 2021

Developed the MCL Adult Literacy GED® Program. Provided outreach and retention services for learners working toward GED® completion (17 graduates). Administered the 2018-19 Oregon Higher Education Coordinating Commission GED® Wrap-Around Grant. Conducted individual orientations for each of the 250+ learners, created learning plans, and facilitated goal setting for each learner. Delivered in-person and remote training sessions on the format of the GED® and instructional strategies. Developed Math, Science, Social Studies, and Reasoning through Language Arts curriculum. Collaborated with community partners to find the best program fit for all learners. Assisted learners and tutors in identifying strategies to address learning disabilities.

Substitute Instructor | Portland YouthBuilders, September 2018 – August 2020

Delivered differentiated instruction to students in each content area of the GED®, monitored and reported student progress and provided seamless transitions between short and long-term staff absences.

Basic Skills Educator, Multnomah County Dept of Community Justice, June 2016– August 2017

Facilitated a multi-level classroom providing customized scaffolded instruction for students within the Department of Community Justice. Administered educational assessments and developed learning goals. Developed curricula: designed materials for in-class and stand-alone instruction. [Program terminated by Multnomah County in August 2017.]

OTHER RELEVANT WORK EXPERIENCE

Owner / Web Designer & Developer | Aquis Consulting, March 2004 – March 2016

Business Process Analyst (Contract) | Hewlett-Packard, IPG Strategy & Planning, January 2002–March 2004

Training Analyst | Federal Reserve Bank of San Francisco, June 1997 – December 2000

Tutor / Tutor Coordinator | University of Pittsburgh, June 1991 – June 1996

EDUCATION

M.A., Adult Education	2001
San Francisco State University, San Francisco, CA	
B.A., Cultural Anthropology	1994
University of Pittsburgh, Pittsburgh, PA	

CERTIFICATIONS

Articulate Storyline and Rise Certificate, Oregon State University	2024
Certified Peer Reviewer for Online Higher Education Courses, Quality Matters	2023
Certified Peer Reviewer for Professional and Continuing Education Courses, Quality Matters	2023
E-Learning Instructional Design Certificate, Oregon State University	2021

TECHNICAL SKILLS

LMS (Canvas, D2L, Moodle)	Screencast / Audio / Video Editing
Articulate 360 (Storyline and Rise)	HTML 5, CSS3, PHP, SQL
Adobe Suite (Captivate, Illustrator, Photoshop)	Zoom, Microsoft Teams, Google Meet

PROFESSIONAL DEVELOPMENT COURSES COMPLETED

Oregon ABS Learning Standards, *Oregon State University*
OACCRS Math and Language Arts, *Oregon Higher Education Coordinating Commission*
Higher Education and Peer Course Reviewer, *Quality Matters*
Neuro, Cognitive and Learning Science, *Online Learning Consortium*
Reframing Disability: Language, Media and Universal Design, *Online Learning Consortium*
Addressing Accessibility and Usability, *Quality Matters*
Applying the QM Rubric, *Quality Matters*
Designing Your Blended Course, *Quality Matters*
Evaluating Your Course Design, *Quality Matters*
Gamification Principles and Strategies, *Online Learning Consortium*
Increasing Interaction and Engagement, *Online Learning Consortium*
Facilitating Live Online Sessions, *Online Learning Consortium*
Equitable Online Assignments, *Kevin Kelly Workshops*
Authentic Assessment, *Kevin Kelly Workshops*
Motivational Interviewing, Psychwire, Stephen Rollnick
Disabilities and Equitable Outcomes, *LINCS*
Differentiated Instruction, *LINCS*
Multicultural Instruction, *Portland State University*
Career Counseling, *San Francisco State University*
Trauma-informed Education, *Online Learning Consortium*

ONLINE COURSES DEVELOPED

Math Foundations, *Now Education*
Data Analysis, *Now Education*
Scientific Method, *Now Education*
Foundations of Math 1, Adult Education, *Portland Community College*
Upper Extremity, Sports Medicine, *University of Western States*
Lower Extremity, Sports Medicine, *University of Western States*
Rehabilitation and Performance Enhancement, Sports Medicine, *University of Western States*
Soft Tissue Treatment, Application & Methods, Sports Medicine, *University of Western States*
Evidence Based Concussion Management and Care, Sports Medicine, *University of Western States*
Public Health and Policy in Clinical Nutrition, Clinical Nutrition, *University of Western States*
Distance Clinical Internship, Clinical Nutrition, *University of Western States*
GED® Tutor Training, *Multnomah County Library*

CURRICULUM AND COMMUNICATION DESIGN

Healthy Course Checklist, *University of Western States*
Designing Inclusive Courses, *University of Western States*
Complete workbooks for each subject of the GED® test, *Multnomah County Library*
Handbook for GED® Tutors, *Portland Literacy Council*