Sonya Edwards
LEARNING & DEVELOPMENT

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P R O F E S S I O N A L   P R O F I L E

• **Leadership & Team Development:** Foster a positive team environment; coach and mentor team members and volunteers for peak performance.
• **Guest Engagement & Presentation Skills:** Strong communication and public speaking delivering a consistent and engaging experience.
• **Content Development:** Research and develop engaging high-impact learning materials and experiences.
• **Program Coordination:** Manage day-to-day operations of educational courses including lesson plans, schedules, and materials.
• **Technical Proficiency:** Experience with Microsoft Office, Google Suite, Articulate 360, Vyond, Zoom, MS Teams, and Canvas LMS. Ability to quickly learn new systems.

E X P E R I E N C E

Orange County Public Schools, Winter Garden, FL   July 2017-Present
Instructor | Professional Learning Community Lead
Facilitate 30 in-person weekly learning sessions for 170 diverse learners, creating tailored curriculum, ensuring alignment with state and federal standards and maintaining accurate records.

- Contributed to a team project updating the district-wide curriculum for 23,000 students across 22 sites within a 4-month deadline.
- Designed and implemented intermediary assessment methods for learning content, resulting in a 50-point average increase in learner outcomes on state-mandated standardized tests, demonstrating program success and continual improvement.
- Developed comprehensive learning content, including reference guides, tutorials, presentations, online learning experiences, instructional videos, and traditional classroom materials using Articulate 360 Rise, Storyline, Vyond, Canva, and Google applications, leading to a 40% increase in learner retention over nine weeks, as evidenced by consecutive weekly assessments.
- Led a team of 8 professional instructors to consistently perform as a top 3 team in the district for 5 consecutive years using data analysis, backward design processes, and targeted training.
- Administer Canvas learning management system (LMS) to host, present, assess learner work submissions, analyze data, and provide timely feedback for multiple courses simultaneously.
- Utilize Universal Design for Learning (UDL) taking into consideration learning styles and preferences.

Independent Contractor, Winter Garden, Fl   February 2023 – September 2024
Instructional Designer
Build and maintain positive relationships with past, current, and prospective clients, fostering a supportive environment for collaboration and ensuring client satisfaction throughout projects.

- Collaborate with subject matter experts (SMEs) to define project scope, establish timelines, and identify desired performance outcomes, resulting in streamlined communication and alignment of project goals.
- Increased employee engagement with onboarding processes by 25% through needs analysis and evaluation of existing training materials, leading to enhanced effectiveness and relevance of training content.
- Leveraged Articulate 360 Rise and Articulate 360 Storyline to develop interactive training content utilizing the ADDIE (analysis, design, development, implement, evaluate) training model.
- Designed and developed video scripting and content utilizing Vyond for training scenarios and promotional videos.
- Co-created community professional development curriculum and mentoring protocols resulting in a 15% increase in participation between cohorts fostering a supportive learning environment for professional growth.

Newport News Public Schools, Newport News, VA   July 2016-June 2017
Instructor
Designed and facilitated full-day instruction in multiple content areas to 30 diverse learners, delivering engaging and scenario-based hands-on learning experiences resulting in enhanced participation and knowledge retention.
- Tracked data-driven growth to develop interventions and adapt curriculum, leading to targeted improvements and adjustments in instructional methods, resulting in a 15% increase in overall learner performance.
- Implemented a curriculum addressing learner's social and emotional needs, creating a supportive and motivating environment, resulting in a 60% increase in engagement and knowledge acquisition.
- Applied critical thinking skills to navigate difficult situations, demonstrating flexibility, problem-solving abilities, active listening, and risk credibility, ensuring effective resolution of challenges and maintaining a positive learning environment.

Jamestown Yorktown Foundation, Yorktown, VA   May 2012-July 2016
Museum Program Assistant | Youth Volunteer Instructor
Contributed to creation and delivery of learning programs for staff and guests. Led private learning events, historical education, and site orientation tours for adult learners, new hires, school groups, and adult and youth volunteers.
- Developed and led engaging, hands-on education programs for diverse audiences, achieving a 93% positive feedback rate.
- Provided high-quality programming to groups of 5-70 individuals in outdoor and indoor weather conditions.
- Consultant and contributing member of curriculum team researching and designing engaging and historically accurate training courses.
- Collaborated with subject matter experts and business partners to develop and update training content for instructor-led training for 4 departments utilizing learning principles to maintain historical accuracy and engage participants in the learning process.
- Recruit, train, mentor, and manage 30 youth volunteers on park operations, interpretations, educational programs, and facilitating events, ensuring a knowledgeable and capable volunteer staff to support park events and operations effectively.

EDUCATION, CERTIFICATIONS

The College of William and Mary   2016
Masters of Arts Education: Curriculum & Instruction
Recipient of Peter D. Pruden Jr. & Phyllis S. Pruden Scholarship | Kappa Delta National Honors Society

Thomas Edison State University   2014
Bachelor of Arts, Liberal Arts

Friesen, Kaye & Associates, Training Magazine **Master Instructional Designer**   2024
   Multi-day in-person professional course focusing on adult development theory, principles of ADDIE, needs analysis, and facilitation.
Google Professional Certifications **Project Management**   2023
   Multi-module online professional learning focusing on Agile project management, Scrum artifacts, and project documentation using scenario based instruction.
Disney Institute **Coaching for Peak Performance**   2023
   Four-course online professional development focusing on coaching to calibrate, cultivate, and challenge team members to optimal performance.
Management and Strategy Institute **Corporate Trainer Certified (CTC)**   2023
   Online professional development course focusing on adult development theory, facilitation, training set up, and time management.