

ASHLEIGH E. GILLEY

Digital Coordinator

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SUMMARY

A tenured educator with extensive experience in traditional classroom and virtual learning instruction, developing and facilitating adult learning training, and composing high quality industry aligned instructional content which fosters practical experiences and skills for continuous improvement and professional advancement.

EXPERIENCE

INTERNATIONAL YOUTH FOUNDATION

Baltimore, MD (Remote)

Digital Coordinator

May 2023 to Present

Providing administrative, technical, and operational support to IYF's Digital Development team throughout the content development process; supporting the development of an online training course designed to prepare young adults for jobs of the future using business process and low-code software.

- Coordinated and managed micro internships for beta testing of online training course for feedback on course user experience and content
- Created content deliverables highlighting continuous education/upskilling units for low code training and certifications
- Edited and revised course scripts and Project Based Learning assignments for conciseness and fluency
- Utilized SAM like methodology to finesse the rollout of low code training course to a global audience

LET'S BREAKTHROUGH INC.

New York, NY (Remote)

Executive Assistant

April 2022 - March 2023

Responsible for supporting the President & CEO by offering expertise in anticipating needs, attention to detail, strong organization and communication skills all while balancing multiple projects and tasks with an exceptional solution oriented approach.

- Directed strategy and development for "Give828" fundraising campaign
- Designed social media content and graphics for organization events and campaigns
- Composed feature blog post "Breakthrough with Black Fatherhood" for organization social media outlets
- Cultivated new donor relationships for organization grants and project funding
- Prepared organization newsletters, memos, and Board reports

WESTWOOD HIGH SCHOOL

Blythewood, SC

English Instructor

August 2016 - June 2022

Designed and executed engaging standards based course modules for ninth through eleventh grade learners that incorporated 1-to-1 technology, assessed and diagnosed learner needs via needs analysis, and evaluated learner outcomes.

- Organized interdisciplinary collaboration for Black History Month event programming
- Achieved 100% passage rate of AP Seminar course exam 2021-2022
- Achieved 96% passage rate on South Carolina End of Course Examination Program for the 2017-2018
- Achieved 86% passage rate on South Carolina End of Course Examination Program for the 2016-2017 academic year
- Collaborated with SMEs to design and facilitate 3 Day training using adult learning principles for the implementation of course framework for 7 educators
- Designed and facilitated District training using adult learning principles on Creating Standards Based Assessments for 5 educators
- Facilitated train the trainer breakout session for SC End of Course Exam Strategy and Preparation

SKILLS

Technical Skills:

- Information technology: Blackboard, Google Classroom, Canvas, Kahoot!, PowerSchool LMS, Cornerstone LMS
- Internet and content management system: Medium, Wix, Google Sites, social media platforms
- Budgeting, financial, and accounting software: Quickbooks
- Microsoft 365, Google Education Suite

Soft Skills:

- Strategic planning, critical thinking, project management
- Evidence based performance and project management, feedback and evaluation
- Curriculum design, content analysis and needs assessment
- Timelines, goal setting, course objectives, learning outcomes, assessment methods
- Coaching, training, and facilitation

EDUCATION

University of South Carolina, Columbia

August 2010 - August 2012

Masters of Arts in Teaching, Secondary Education English

University of South Carolina, Columbia

August 2004 - December 2007

Bachelors of Arts, English Language & Literature