

Sarah Plumb

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Instructional Design Leader

Targeted Training Solutions | Data Driven Learning Analysis | Building High Performing Teams

Skilled and inventive designer, developer, problem-solving enthusiast, and data-driven dreamer, adept at communicating abstract concepts through meaningful targeted training solutions. Inspired by wonder and authentic connection to engage and motivate with human-centric designs, deeply connecting learners to content. Highly organized strategic thinker, meeting organizational needs through accurate and captivating learning solutions with a big picture focus and an attention to detail. Passionate about the power of learning to support human growth. Bringing joy to learning by creating space for learners to engage, take risks, and learn in ways that support long term behavioral change. Committed to continuous improvement through respect and empathy.

Instructional Design Skills

Gap Analysis	Research; data analysis and interpretation; interviewing; pattern identification; communication
Instructional Design	Adult learning theories; content analysis; SMART goals; learning objectives; design documents; storyboards, script-writing, creative problem solving
Product Development	eLearning, instructor-led training (ILT); virtual ILT (vILT); blended learning; micro-learning; job aids & infographics; quick reference guides (QRGs); facilitator guides; learner user guides; multimedia design; interactive materials; immersive scenarios; task-based experiences; gamification; audio, video, and photo editing; visual communication principles
Iterative Evaluation	quality assurance; formative and summative assessments; targeted assessments; data visualization; feedback collection; continuous improvement mindset
Project Management	ADDIE, SAM, and Agile models; backward design; organization; stakeholder management; time management; risk management; documentation; reporting
Leadership	mentorship; collaboration; long-term vision; strategic thinking; decision-making; growth mindset

Software & Technical Skills

Articulate Storyline 360
Canva
Data Analysis Software

Articulate Rise 360
Adobe Illustrator
Asana

Camtasia
MS Office 365
Trello

Vyond
Google Suite
Learning Management Systems (LMS)

Professional Experience

Sarah Plumb Learning Design & Development, LLC, St. Paul, MN November 2022 - Present
Instructional Designer

- Conducted needs analysis using metrics, interviews, observations, and alignment with organizational goals to target learning objectives and evaluation to training needs
- Designed and developed design documents, storyboards, scripts, comprehensive learning and training modules, supplemental instructional materials, facilitator guides, and authentic assessments end-to-end for clients based on adult learning theories and using the ADDIE and SAM models of iterative design while incorporating feedback from subject matter experts (SMEs) and project stakeholders.
- Selected course delivery methods based on client needs, complexity of learning targets, logistics, and organizational goals using eLearning, micro-learning, instructor-led training (ILT), virtual instructor-led training (vILT), and blended learning
- Utilized Articulate Rise 360 and Articulate Storyline to design eLearning modules, incorporating learner engagement strategies, visual communication principles, and usability assessments to enhance user experience and learning outcomes

Oak Hill Montessori Community School, Shoreview, MN August 2002 - June 2022
Junior High Level Coordinator, Lead Teacher & Curriculum Designer

- Applied analytical methodologies to evaluate the integrity and appropriateness of the instructional approach, materials and intended delivery methodology for diverse learners
- Synthesized and translated technical information and complex ideas into clear, effective, and engaging learning using diverse technologies in coordination with SMEs and stakeholders
- Designed and implemented just-in-time, immersive, scenario, and task-based experiences tailored to learner background and interest for groups of 6-40 learners; Designed evaluations aligned with learning objectives
- Converted ILT training to vILT, eLearning, and blended learning models while engaging in critical analysis to improve assessment outcomes

Sarah Plumb Learning Support, St. Paul, MN January 1996 - Present
Educational Facilitator / Tutor

- Implemented adult learning theories in experiential ILT and vILT microlearning, and blended learning using targeted learning objectives tied to self-direction, mental orientation, and motivation
- Synthesized and translated technical information and complex ideas into clear, effective, and engaging learning using diverse technologies
- Collaborated with stakeholders and subject matter experts to identify needs, clarify complex concepts, and evaluate outcomes

University of Minnesota, Minneapolis, MN August 2008 - June 2009
Research Associate

- Compiled and cataloged research data to produce reports regarding efficacy of instructional methods
- Outlined key research in documents, spreadsheets and reports; presented research findings

Education & Training

Applied Instructional Design Academy, Remote
Applied Instructional Design Credential

University of Minnesota - Twin Cities, Minneapolis, MN
5-12 Science Education Licensure

University of California, Santa Cruz, CA
Bachelor of Arts Biology