

# Katie Orbison

## SENIOR INSTRUCTIONAL/MEDIA DESIGNER

Over seventeen years of experience in educational/interactive design field

- Designs and develops web-based training from ideation through LMS upload
- Develops graphic, interactive, video, and web designs using current Adobe and Articulate software
- Managed contractors, vendors, and interns to delegate workloads appropriately to meet deadlines

## PROFESSIONAL EXPERIENCE:

### SUNRUN

<1 YEAR: 2022–2022  
REMOTE

#### ➤ INSTRUCTIONAL DESIGNER

- Worked together with internal content stakeholders to identify and define training requirements
- Developed and designed digital online and/or instructor-led training that creatively achieves the defined learning outcomes
- Worked independently while regularly collaborating with a team of courseware developers and technical instructors
- Kept up with product development – ensured courses being developed were in line with the product direction, company goals, and O&M - Field Services Training team strategy
- Built and maintained relationships with content and product experts during the development, design, review, and updating phases of instructional design
- Developed and refined content in support of the O&M – Field Services organization
- Led changes by becoming an expert on new processes/policies and being a resource for employees/leaders to go to for assistance
- Coordinated with Training Leads to regularly update training materials to reflect process and/or policy changes
- Proactively identified gaps in documentation and/or learning and provided solutions
- Partnered with teams to report, monitor and track the effectiveness of employee resources and tools
- Prioritized and managed project timelines to ensure they are completed within a timely manner and meet the needs of the business

### WESTINGHOUSE ELECTRIC COMPANY LLC

5.5 YEARS: 2016–2022  
CRANBERRY TWP, PA / REMOTE

#### ➤ SENIOR INSTRUCTIONAL DESIGNER

- Performed various assignments and relevant tasks related to the instructional design, development, and consulting for the creation and editing of various modes of technical training courses for the engineering, quality, licensing, and environmental health and safety groups as well as global learning training courses
- Performed various assignments and tasks related to the production and post-production of online educational and communication videos
- Acting super admin for video tool Panopto (training users, granting access, determining folder structure and permission, troubleshooting issues, liaison with Panopto Support, beta testing, addressing internal support tickets)
- Coordinated research, testing, piloting, and company-wide software rollout of video software tool Panopto (Video types: formal training, informal training, communication, knowledge transfer/knowledge capture, tutorials, process documentation)
- Designed and developed instructional material and graphics for Articulate Storyline 360 and Articulate Rise web-based training courses that supported corporate initiatives
- Demonstrated and utilized the Systematic Approach to Training (SAT; ADDIE): Conducted needs analyses and managed projects and schedules, assisted management with incoming global training request assignments
- Independently developed and mentored others on instructional course development by utilizing multimedia technology and authoring tools (Articulate Storyline 360, Articulate Rise, Panopto, Adobe Creative Cloud, VideoScribe)
- Demonstrated ability to troubleshoot and problem-solve multimedia and learning management system issues (SAP SuccessFactors) for new and existing courseware
- Demonstrated command of multimedia authoring tools and provided insight and direction on new capabilities, features, and direction of online and multimedia trends and instructor-led learning

## Contact Details

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Pittsburgh PA

## Education

The Art Institute of Pittsburgh —  
Online Division (2011)

### Web Design & Interactive Media

Bachelor of Science Degree  
Pittsburgh, PA | 3.99 GPA

#### Fields of Study

Digital Imaging, Web and  
Interactive Authoring and Design,  
Audio/Video Editing, Instructional  
Design, Project Management,  
Animation

#### Computer Applications

Photoshop, Dreamweaver, Flash,  
Illustrator, Premiere, MySQL, PHP

Pittsburgh Technical Institute  
(2005)

### Multimedia Technologies

Associate of Science Degree  
Oakdale, PA | 4.0 GPA  
*High Honors, Perfect Attendance,  
Two-Time Outstanding Student  
Award Winner*

#### Fields of Study

Web and Interactive Authoring  
Design, Audio/Video Editing,  
3-Dimensional Animation,  
3-Dimensional Modeling  
and Rendering

#### Computer Applications

Photoshop, Flash, Dreamweaver,  
Illustrator, 3D Studio Max,  
Premiere, Director, Fireworks,  
MySQL, PHP, QuarkXPress

- Collaborated as a member of design teams as required
- Mentored and managed instructional design interns
- Established clear process documentation and shared with others to improve adherence to schedules and expected outcomes of training development
- Designed and developed instructional material and graphics for instructor-led training courses that support corporate initiatives and are hosted through Microsoft Teams, WebEx Training Center, Skype, or in the classroom
- Official exam proctor for the National Academy for Nuclear Training e-Learning (NANTeL)

## EDUCATION MANAGEMENT CORPORATION (EDMC)

**TOTAL: 9.5 YEARS**  
**1 YEAR: 2015–2016**  
 PITTSBURGH, PA / REMOTE

### ➤ SENIOR MEDIA DESIGNER

- Conceptualized, evaluated, and designed a wide variety of instructional media elements used to enhance online course content and assist student learning
- Contracted with and managed media design contractors, vendors, and interns to ensure quality and consistency of product and timely delivery of completed instructional media elements
- Established and managed budgets and project deadlines, obtained competitive pricing information and estimates
- Evaluated existing and potential new media vendors according to product quality standards and continual improvement initiatives
- Collaborated with program managers, instructional designers, faculty, subject matter experts, and design teammates
- Actively worked with Level I and II designers and media interns to develop their problem-solving skills and instructional design approaches

### ➤ MEDIA DESIGNER II

**5 YEARS: 2010–2015**

- Similar responsibilities to Instructional Media Developer role (details regarding differences in responsibilities available upon request)

### ➤ INSTRUCTIONAL MEDIA DEVELOPER

**3 YEARS: 2007–2010**

- Reviewed, revised, and redesigned existing media and tutorials in online courses
- Conceptualized and collaborated to design new course media
- Directed art design for course development and obtained/managed numerous contract employees
- Corrected media issues submitted by facilitators and students within active online courses
- Collaborated with Quality Assurance team to maintain established quality standards
- Trained and mentored incoming media team members
- Scheduled and prioritized projects simultaneously across three separate brands
- Conceptualized, scheduled, and managed video shoots keeping within timelines and budgets
- Awarded Outstanding Achievement Award in August 2010
- Utilized Adobe Software (Flash, Photoshop, Dreamweaver, Acrobat, Illustrator, InDesign, Captivate), Camtasia, SoThink SWF Decompiler, 3D Studio Max, PC and Mac Operating Systems, SharePoint, and Microsoft Office Suite

## LEARNING SCIENCES INTERNATIONAL (LSI)

**2 YEARS: 2005–2007**  
 BLAIRSVILLE, PA

### ➤ MULTIMEDIA DESIGNER

- Design team lead for online educational courses, photo sessions, and audio recordings
- Utilized Flash, Photoshop, Cool Edit, Dreamweaver, FinalCut, InDesign
- Trained incoming designers

## PITTSBURGH TECHNICAL INSTITUTE (PTI)

**1 YEAR: 2004–2005**  
 OAKDALE, PA

### ➤ LAB ASSISTANT / TUTOR

- Tutored one-on-one: Multimedia courses, Psychology, English, and Writing classes
- Assisted between 50-80 students in class taking 3D Modeling & Rendering, 3D Animation, Dynamic Content Management, Server Side Scripting, Intro to Computer Graphics, Digital Imaging, and in lab with all assignments

## Awards/Training

- Awarded 25 separate PowerUP Awards at Westinghouse
- Adobe MAX, Remote; 2021
- Diversity, Inclusion and Unconscious Bias for Senior Leaders Training; 2020
- Adobe MAX, Remote; 2020
- TechLearn Conference in New Orleans, LA; 2019
- Building Relationship Versatility Training; 2018
- Crucial Conversations Training; 2018
- ATD Conference in San Diego, CA; 2018
- Awarded Outstanding Achievement Award at EDMC; 2010
- Lynda.com/LinkedIn Learning training (ongoing)
- Photoshop World Conference in Las Vegas, NV; 2010
- Adobe MAX in Los Angeles, CA; 2009
- Photoshop World Conference in Las Vegas, NV; 2008
- "Mastering the Creative Suite 3" Aquent Seminar in Washington DC; 2007