

Lana DiQuattro

Instructional Designer & Learning Specialist

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SKILLS

- Needs Assessment
- G-Suite, Microsoft Office, Trello
- Articulate Suite, including Storyline and 360
- Curriculum Development & Instructional Design
- ADDIE Model
- Learning Management Systems
- Training & Facilitation (Zoom, Canva, Teams)
- Data Analysis

PROFESSIONAL EXPERIENCE

Present Education, San Francisco, CA | 2023 - Present

Instructional Designer, Curriculum Developer, Co-Founder

- Managed 4 curriculum projects from ideation to completion, including incorporating client feedback, differentiation flexibility, and accessibility functions.
- Developed and implemented internal simulation training modules to address possible data security risks using Articulate Storyline and Canva.
- Coordinated all aspects of business operations, including project timelines, budgeting, and client communication.

Thomas R. Pollicita Middle School, Daly City, CA | 2021 - 2024

Instructional Designer, Educator, Team Lead

- Developed and facilitated training sessions for over 80 educators focused on best practices in curriculum design, Universal Design for Learning (UDL) and instructional technology integration.
- Onboarded 170+ users to learning management systems and provided ongoing technical support, ensuring smooth transitions to remote learning environments as necessary.
- Managed a collaborative departmental team tasked with collecting and analyzing data across 2 years of performance data to identify training needs and develop solutions, resulting in the development of new curriculum and targeted employee training sessions.

Town School for Boys, San Francisco, CA | 2020 - 2021

Instructional Technology Specialist, Educator

- Created and managed virtual learning modules with complex accessibility requirements.
- Analyzed effectiveness of learning progress via written forms, interviews, and skill observation.
- Hosted virtual, in person, and hybrid training sessions, providing personalized instruction to both children and adults in the use of new educational technologies and methods.

Hillcrest Elementary School, San Francisco, CA | 2019 - 2020

Curriculum Developer, Educator

- Developed comprehensive distance learning units used by 80+ learners, integrating various digital tools and Learning Management Systems.

- Conducted needs assessments and implemented solutions for 24 clients with individualized accessibility needs.
- Participated in 2 multi-disciplinary committees to develop systemic approaches for improving educational outcomes across diverse populations.
- Performed ad-hoc reporting and data analysis within 3 departments for strict data requirements in an organization serving over 57,000 clients.
- Conducted research on experimental methodologies of instruction with an international team of researchers and participants.

Franklin D Roosevelt School, Daly City, CA | 2016 - 2019

Curriculum Developer, Technology Integration Specialist, Educator

- Improved learning outcomes by an average of 10% through implementing new programs after conducting needs assessments.
- Evaluated, prepared and distributed individualized learning resources, materials and aids for a minimum of 6 clients annually that had specific accessibility requirements.
- Mentored a new educator including bi-weekly meetings to give feedback on lessons, client management, curriculum planning, and professionalism.
- Oversaw 24-60 learning accounts annually which required semiannual stakeholder meetings, quarterly growth reports, and weekly or daily feedback.

EDUCATION

California State University, Sacramento - M.A. Development

University of California, Santa Cruz - B.A. Psychology

VOLUNTEERING

Girls on the Run, San Francisco, CA | 2018

Volunteer Coach and Instructor

- Led a group of 12 girls ages 8-10 in semi-weekly lessons about self-esteem, friendships, and decision making skills followed by a running practice. The 12-week program culminated in a 5k run in Golden Gate Park in San Francisco, CA.