

Richard Valencia

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EDUCATION

Florida State University, Tallahassee, FL

August 2020 – December 2021

Master of Science, *Instructional Systems and Learning Technology*
GPA: 3.97

Florida State University, Tallahassee, FL

August 2017 – August 2020

Bachelor of Science, *Information, Communication and Technology*
GPA: 3.61; *Cum Laude*

EXPERIENCE

Wiley Edge, Hoboken, NJ

Course Production Specialist

June 2022 – June 2023

- Created about 100 online course shells for planned classes using the Moodle LMS. This included formatting and editing HTML code of content, managing the LMS settings for each course shell, and implementing content from the object storage service.
- Implemented about 40 quizzes to Moodle using Respondus.
- Assisted in creation of 5 courses that implemented book content into online course by implementing quizzes.
- Created 2 new blueprint courses for future use of course shells.
- Conducted quality assurance on assigned courses by ensuring content in course shell matched the course outline and slight proofreading.
- Created 3 reports that categorized and organized the content of courses in an Excel sheet; used to compare the similarities and differences of those courses and/or record hyperlinks to content location.
- Implemented an interactive drawer component for the LMS using HTML and Bootstrap.

KnowBe4, Clearwater, FL

CSS/HTML Front-End Developer

January 2022 – March 2022

- Completed 30 routine updates and edits of multiple modules; followed a thorough checklist to ensure any unnoted issues were addressed to maintain quality of modules.
- Maintained code boilerplate repo when an update to the course builder software occurred; completed by taking notes on noticeable changes, reporting to manager, and implementing edits on said changes.
- Edited over 150 modules to transfer internal training to new LMS without interruption of employee training.
- Created two informal procedural documents on the course production responsibilities of the front-end developer to record and standardize position.

Online eLearning Front-End Developer, Intern

May 2021 – August 2021

- Created one course with 35 responsive pages using PUG and Sass within the course builder; used GIT branching, stashing, and merging to organize untracked and modified files.
- Reviewed and reedited code for QA edits to maintain quality of modules; conducted 10 edits.
- Created two demos of new interactives for the course builder, providing a PUG boilerplate and CSS stylesheet; presented the interactives to the team to decide which demo to use.
- Brainstormed and collaborated with another intern to create plans for 5 new components for the course player.
- Developed stylesheets for 5 components in the course builder using Sass to increase efficiency of course production.

Tribeca Language, New York, NY

Online Curriculum Development & Lesson Design, Intern

January 2021 – April 2021

- Transferred 500 language-activity worksheets to “LiveWorksheets.com” to make the physical worksheets accessible online.
- Created 190 online, interactive activities for nine topics on “LearningApps.org” to increase the organization’s interactivity for online instruction.
- Collaborated with the supervisor to plan and design worksheets for “Clothes” and “Winter Clothes” topics.
- Created worksheets for “Clothes” and “Winter Clothes” topics using Canva; worksheets were created for ten languages.
- Organized a webpage layout for a demonstration of Spanish activities on the company’s Weebly website.

Lumentum LLC, Vero Beach, FL

Front-End Development, Intern

June 2019 – August 2019

- Created a web application to assist in data organization and editing using HTML, CSS and jQuery to solve the company's problem of a lack of management and editing for customer account information.
- Compared and analyzed two websites based on web design and user experience to improve the company's website; presented the analysis to supervisor.

Content Writing, Intern

June 2018 – August 2018

- Wrote and edited ten scripts for tutorial videos to educate customers to use the company's web application (Digipan)
- Constructed a Wiki page on Microsoft Teams so other employees could easily locate links to county websites, and contact information of each county appraiser and tax collector in one place.
- Developed organizational and presentation skills by reporting completed tasks each month to supervisors using PowerPoint.

Data Collection and Entry, Intern

June 2017 – August 2017

- Collected approximately 100 contacts of various county positions to provide updated information of the counties for the company's web application (Digipan).
- Organized county contact information into five Excel files based on state so retrieval of updated contact information would be seamless and simple for others to read.