

.KILEY LITTLE.

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Passionate and dedicated global educator, sports leader, and advocate for Diversity, Equity, Inclusion, and Justice (DEIJ). A versatile professional with expertise in curriculum development, instructional design, and fostering inclusive environments. Proven ability to communicate effectively, adapt swiftly in fast-paced environments, navigate complex challenges and spearhead transformative initiatives. A blend of skills and experiences that underscores capacity for impactful leadership and creating meaningful, positive change across various communities.

Knowledgeable and Experienced in:

- ◊ Calm Under Tense Situations
- ◊ Communication & Transparency
- ◊ Graphic Design
- ◊ Cooperative Problem Resolver
- ◊ Course Material Development
- ◊ Curriculum Design
- ◊ Establishes Workplace Relationships
- ◊ Inclusive Program Development
- ◊ Learning Modalities
- ◊ Content Development
- ◊ Multi-Cultural Sensitivity
- ◊ Multitasking & Organization
- ◊ Neat & Professional
- ◊ Objective & Goal Thinker
- ◊ Team & Staff Collaboration

WORK EXPERIENCE

EDUCATOR | CURRICULUM DEVELOPER | TEAM LEAD / COORDINATOR

<i>Taipei American School</i>	<i>2019 – Present</i>
<i>Green School Bali</i>	<i>2016 – 2019</i>
<i>Concordia International School, Hanoi</i>	<i>2014 – 2016</i>
<i>St. Paul American School, Hanoi</i>	<i>2013 – 2014</i>
<i>Poly School, South Korea</i>	<i>2012 – 2013</i>
<i>Shekou International School, China</i>	<i>2010 – 2011</i>
<i>Oonrak International School, Thailand</i>	<i>2008 – 2009</i>
<i>Incheon Elementary School, South Korea</i>	<i>2007 – 2008</i>

- ◊ Constructed and developed 100% remote training for 5+ courses which included eLearning, asynchronous lessons, ZOOM sessions, self-paced notes, and integrating course time for remediation for 75+ students.
- ◊ Designed intensive intervention curriculum and assessments based on data analysis, 50+ stakeholder feedback, and managing behavior yielding to an increase in student growth and overall performance.
- ◊ Developed and boosted curricula, course formats, and lesson presentations for diverse topics while giving constructive feedback, opportunities to re-learn content, and individualized support based on 75+ students' feedback and answers.
- ◊ Leveraged adult education theory to increase pass rates by 10% by defining objectives, researching learning styles, using ADDIE and ARCS models to design, create interactive content, and increasing feedback from 75+ students.
- ◊ Spearheaded curricula and procedural adaptations from in-person to virtual learning, including managing 1-to-1 devices for 75+ learners, converting 50+ materials from in-person to a virtual LMS, and articulated technical and course support.
- ◊ Analyzed and streamlined processes by building custom templates, collaborating with 20+ fellow educators, and researching industry trends to improve course materials, final assessments, and delivery methods.
- ◊ Created and maintained accurate and organized student records, including grades, attendance, and progress reports, using technology and data tracking systems to ensure timely and accurate communication with 500+ stakeholders.
- ◊ Collected, tracked, and reviewed data from 1,000+ students to evaluate curriculum effectiveness, created needs assessments, and designed new educational approaches that accelerated improvements.
- ◊ Coordinated with the professional learning committee meetings to create common assessments, improve data-driven instruction, reflect on best practices, collaborate on curriculum development, and lend support to 15+ members.
- ◊ Collaborated with 10+ instructional designers and subject matter experts (SME) to create 5+ end-to-end eLearning courses, 50+ asynchronous lessons, and 15+ virtual assessments using the ADDIE model as a framework.
- ◊ Collaborated with software, programs, and other cross-functional teams to coordinate curriculum development for 25+ courses, completing projects while meeting all deadlines, KPIs, and objectives as the school experienced exponential growth.
- ◊ Conducted case studies, formulated highly engaging courses, implemented data-driven individualized approaches, and aligned curricula to State standards to raise test scores from 50% to 85% in over 5+ subjects.
- ◊ Established clear lines of communication with over 300+ stakeholders by maintaining regular contact, engaged in active listening, seeking and implementing feedback, and managed expectations over email, phone, and LMS.

- ◊ Reviewed and collaborated weekly with stakeholders to generate diverse curriculum, assessments, and quality course development resulting in a streamlined implementation of standardized training materials for consistency of 75+ learners.
- ◊ Cultivated a quality learning environment for students by demonstrating transparent and constructive feedback, coaching individuals toward improved performances, and facilitating and supporting student goals for groups larger than 20+ at a time.
- ◊ Demonstrated knowledge of and adherence to professional and ethical standards of behavior analysis, implemented positive reinforcement, and participated in 5+ ongoing professional development to improve behavior and knowledge.
- ◊ Authored ongoing support and mentorship to a team of 25+ educators, aiding in professional growth and leading to an improvement in teaching efficacy, curriculum alignment, and better-behaved classes.

ACCOUNT MANAGER

GMR Marketing Agency

2010 – 2011

- ◊ Led in helping over 150+ clients navigate different issues such as direct customer support, delivery schedules, deadline goals, and review and customer satisfaction surveys.
- ◊ Improved the company and client relationships by creating quality relationships, sharing exceptional product knowledge, articulating schedules and timetables, and maintaining proper brand loyalty for over 25+ customers a day.
- ◊ Managed exceptional communication with brand continuity via email, live chat, social media, phone calls, surveys, and in-person interactions with over 25+ clients daily with 98% of clients giving a positive review of the support.
- ◊ Maintained positive and constructed 100+ new client relationships through active listening, using transparent and personalized communication, showing appreciation through being empathetic, and following up promptly when necessary.

EDUCATION

Master of Education

Graduate Degree in Education

The College of New Jersey

Bachelor of Arts [History & Policy Science]

University of Guelph

Adobe InDesign - Affinity Designer - Canva - Canvas - EdPuzzle - Google Suite: Classroom, Docs, Drive, Forms, Sheets - iMovie - Jamboard - MacOS - Microsoft Office: Excel, OneNote, Outlook, PowerPoint, Word - Padlet - ThingLink - Windows