




KATERYNA DOUKAS

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PROFESSIONAL SUMMARY

A dedicated and compelling Instructional Designer and Curriculum Developer with over a decade of expertise in facilitating both synchronous and asynchronous education.

A diligent and passionate professional, I am currently seeking an entry-level Instructional Designer position, leveraging my robust organizational skills to contribute to the development of impactful learning solutions. In my role as an instructional designer, my enthusiasm for facilitating learning experiences is underpinned by a dedication to leveraging my skills and expertise to create effective and engaging educational content. I am driven by a desire to positively impact individuals' lives, enhancing their performance, productivity, and overall satisfaction as learners.

PROFICIENCY HIGHLIGHTS

- Exceptional oral and written communication skills, ensuring clarity and coherence in professional correspondence.
- Proven expertise in utilizing Microsoft Excel, Outlook, PowerPoint, SharePoint, and Word, with a preference for Microsoft One Drive and Access.
- Proficiency in working with Learning Management Systems (Canvas, Blackboard, Oasis, Brightspace), IT Service Management (HIVE).
- Experience in facilitating virtual classrooms, including effective use of video conferencing tools and virtual collaboration platforms.
- Expertise in creating diverse and effective assessments, including quizzes, exams, discussions, and performance evaluations to measure learning outcomes.
- Proficient in conducting thorough needs assessments to identify learning gaps and design targeted instructional solutions.

EDUCATION

National University (Northcentral University), San Diego, CA

06/2023

Master of Science: Instructional Design and Technology

WORK HISTORY

Husson University - Instructor/Professor

Bangor, ME

01/2021 - Current

- Create educational courses in Speech, Introduction to Language and Culture, and History of Mass Communication.
- Conduct engaging in-class discussions to facilitate learning and encourage participation.
- Create syllabus and instructional plans for each class session in accordance with stated course objectives.
- Assess students' progress and provided individualized feedback to enhance learning.
- Analyze the educational process.

Arizona State University - Instructor/Tutor

Tempe, AZ

10/2021 - 06/2022

- Conducted group tutoring sessions to help students engage active learning and critical thinking skills.
- Conducted review sessions to help students prepare for tests.
- Provided homework assistance using specific curriculum and materials.
- Used personalized learning plans to guide students to deeper understanding of course material and learning styles.
- Tutored diverse groups of students to strengthen subject comprehension, boost confidence and build important learning skills.

Mariupol State University of Humanities,
Mariupol, Ukraine

05/2007

Master of Arts: Greek Language and
Literature. Foreign Philology

Study Abroad: Thessaloniki, Greece.
Studied Greek language, literature, and
culture.

ID INTERNSHIP

Husson University, Bangor, ME

07/23 - 11/29

- Created engaging learning activities and compelling course content.
- Applied tested instructional design theories, practice, and methods.
- Conducted instructional research and analysis on learners and contexts.
- Maintained project documentation and course folders.
- Shadowed meetings with subject matter experts and identifying target audience’s training needs.
- Stated instructional end goals and created content that matches them.
- Implemented new technical tools.
- Developed and analyzed research surveys.

- Monitored student progress and provided feedback and support to build self-confidence and reduce fear of failure.

Language Bird Online Language School - Instructor of English as Foreign Language, Greek Language, Culture and Mythology

Los Angeles, CA

07/2020 - 05/2022

- Studied objectives, promotional policies or needs of organizations to develop public relations strategies that influenced public opinion or promoted ideas.
- Provided grades and progress reports to evaluate student learning needs.
- Supported student skill development in alignment with personal and academic goals.
- Developed and implemented course materials, lecture notes and assignments.
- Designed and implemented assessments to measure student progress in English and Greek language learning.
- Developed innovative lesson plans to engage students in English and Greek language learning.

ID PORTFOLIO

<https://katekarno85.wixsite.com/the-learning-archite>

LANGUAGES

English	Greek
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Full Professional	Professional Working
Russian	Ukrainian
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Native or Bilingual	Native or Bilingual