

MEGAN CLARE

514-968-7956 | mclare@alumni.uoguelph.ca | meganclare.ca

HIGHLIGHTED SKILLS

Portfolio: meganclare.ca

- Honours **B.Sc.** in molecular biology and genetics and currently completing an **MA** in **Educational Technology**
- Produced two elearning courses in Captivate on AI & Your Health and IKEA's Human Rights initiatives as a **Student**
- Interviewed SMEs to develop characters and choose-your-own adventure stories as an **Instructional Designer**
- Collaborated to produce a video-based, interactive elearning course, Demystifying Algorithms, in Klynt as a **Student**
- Assisted with needs assessments, curriculum planning, and evaluation as an **Instructional Designer**
- Created an evaluation plan for collecting, analyzing, and disseminating findings as an **Instructional Designer**

Computer Skills: Captivate | Storyline 360 | Rise 360 | Klynt | Brightspace | Photoshop | Illustrator | Zoom | OpenShot | GoToWebinar | Mentimeter | SurveyMonkey | Novi Survey

RELEVANT EXPERIENCE

Instructional Designer

Oct 2020 to Present

Content/Curriculum Writer Intern

June 2020 to Sept 2020

Small Economy Works – Toronto, ON (remote)

- Create asynchronous workbooks on social entrepreneurship from previous content, SMEs, and research
- Design storyboards and develop interactive elearning modules on professional and entrepreneurial skills
- Lead needs assessment, curriculum planning, and evaluation of the 12-week blended program
- Work with SMEs to localize the content for Inuit youth and young adults living in Nunavut
- Update content on Brightspace and investigate functions to improve learner experience

Key Achievements:

- Developed characters and stories for choose-your-own adventure-styled interactive elearning modules
- Designed culturally responsive progress reports to demonstrate competency growth for students and stakeholders

Teaching Assistant (ETEC 665 – Introduction to Digital Media in Education)

Sept 2020 to Present

Teaching Assistant (EDUC 270 – Educational Communication)

May 2020 to Aug 2020

Concordia University – Montreal, QC (Remote)

- Create and run labs on Photoshop, Illustrator, and Captivate for a master's level course
- Supported students and graded procedure, lesson plan, and how-to-article assignments for a second-year course

Educational Technology Master's Student | Concordia University – Montreal, QC

Sept 2019 to Present

- Conducted needs assessments to create design plans and develop training and non-training interventions
- Created UX plane outlines for elearning courses, including storyboards and information architectures
- Produced two elearning courses in Captivate on AI & Your Health and IKEA's Human Rights initiatives
- Collaborated to design a video-based, interactive elearning course on Demystifying Algorithms in Klynt
- Developed 30-minutes of instruction and a non-training intervention for Indigenizing biology curriculum

Described Video Writer | Lakeshore Media Service – Remote

Aug 2019 to Mar 2020

- Write post-production described video scripts for television shows and movies
- Paint a strong visual picture for audiences with creative, rich, accurate, and factual narratives

Project Coordinator | HORN Training and Consulting – Toronto, ON

June 2018 to Aug 2019

- Coordinated logistics for training events, coaching, interviews, focus groups, and consulting for 50+ projects
- Created evaluation questionnaires, analyzed qualitative and quantitative data, and prepared summary reports
- Edited training materials, ensured consistent look and feel, and performed UX testing for elearning modules

Key Achievements:

- Produced a 72-page facilitator guide by combining written and oral records, ensuring continuity and flow
- Constructed a comprehensive SharePoint manual for colleagues for the switch from server-based storage
- Redesigned the knowledge management system by surveying the team to better fit their needs

www.linkedin.com/in/meganclare

RELEVANT EXPERIENCE CONTINUED

Quality Assurance Manager | Stephano Group Limited – Etobicoke, ON **March 2017 to Dec 2017**

- Oversaw the development and execution of the QA program for the granola and cereal manufacturer
- Managed client complaints, communicated with regulatory bodies and stakeholders, and led audits

Key Achievements:

- Integral role in securing an international customer by interpreting guidelines to validate and improve operations

Research Assistant | Singapore Centre for Environmental Life Sciences Engineering – SG **March 2015 to Nov 2016**

- Contributed to the Air Microbiome Project in Singapore, balancing responsibilities under multiple supervisors

Key Achievements:

- Designed compact recording sheets, improving usability while documenting all essential information
- Created tutorial materials for a second-year course at Nanyang Technological University: E2S2 Biosphere

VOLUNTEER ACTIVITIES

Educational Technology Research Consultant | Notetronics – Toronto, ON **February 2019 to June 2019**

Thoracic Surgery Inpatient Volunteer | Toronto General Hospital – Toronto, ON **Sept 2018 to May 2019**

Volunteer | Riding for the Disabled Association – Singapore **Aug 2015 to Nov 2016**

Group Leader | Ocean Sampling Day – Singapore **June 2015**

EDUCATION

Master of Arts in Educational Technology | Concordia University – Montreal, QC **Sept 2019 to Present**

- Fundamentals of Instructional Design
- Fundamentals of Human Performance Technology
- Educational Gaming & Modelling
- Introduction to Digital Media in Education
- Designing & Developing Interactive Instruction
- Learning Theories
- Research Methods I
- Evaluation in Education & Training
- Administering Educational Technology Groups

Equity, Diversity, and Inclusion in STEM | Concordia University – Montreal, QC **May 2019**

Honours B.Sc. in Molecular Biology & Genetics | University of Guelph – Guelph, ON **Sept 2008 to June 2013**

RECENT PROFESSIONAL DEVELOPMENT

Culturally Responsive Assessment in Online Learning | Learning Bird – Remote **Nov 2020**

Beginner's Guide to the R Programming Language | Concordia University – Remote **Oct 2020**

UDL 1010: Universal Design for Learning for Inclusive Teaching | Concordia University – Remote **Sept 2020**

Decolonizing the Academy: Implications for Concordia's Community | Concordia University – Remote **Sept 2020**

Indigenous Solidarity: Best Practices | Concordia University – Montreal, QC **Feb 2020**

Four Directional – Four-Chair Panel on Indigenous Education | Concordia University – Montreal, QC **Feb 2020**

Perspectives on university teaching for neurodiverse learners | Concordia University – Montreal, QC **Jan 2020**