

Danica Joyce See

MEd. In Learning Design & Technologies

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OBJECTIVE

To become an asset to an organization by contributing to the fullest my ability and skills which I aim to continually develop by exposing and harnessing myself through experiences.

SKILLS

Language	English, Mandarin, Filipino (Speak, Read, & Write)
Computer	Canvas learning management system (LMS), HTML, Respondus, Adobe Photoshop, Adobe Illustrator, Adobe Connect, Zoom, Qualtrics, Microsoft Office, Google Apps, Video editing, Web editing
Education	Learning Design Theories, Cognitive Developmental Theories, ADDIE, ADA, UDL, K12 Curriculum, Higher Education, Admission Applications

EXPERIENCE

Assistant Instructional Designer

2017 – Present

USC Marshall School of Business (Online Department) - Los Angeles, CA

- Train incoming student workers by developing and implementing a training course
- Work directly with Senior Instructional Designers in redesign initiatives, course updates, and content maintenance for the Online MBA Program
- Work directly with Instructional Technologist in designing layout and utilizing Canvas add-on tools, Adobe programs, and HTML codes to improve content
- Review course maps and online lessons assuring adherence to teaching best practices and pedagogies
- Participate in video and content productions by shadowing faculty production shoots
- Manage and edit recordings from Zoom to extract pertinent data
- Utilize Google Apps in creating tracking sheets for maintenance of program essentials



Educational Consultant

2012 – Present

Multiple locations: Taipei, Taiwan ; Los Angeles, California

- Advice parents and educators about teaching best practices
- Develop own K-12 curriculum and lesson plans to support homeschooling families and tutorial centers
- Create instructional materials for students taking standardized test preparations (TOEFL, GEPT, SAT, ACT, SSAT, ISEE, iTEP)
- Provide teaching and career planning for ESL students from varied age groups
- Assess and advice students going through different educational application processes
- Developed own map, timeline, and strategies for students' college application

Faculty Member (Lead Teacher)

2012 – 2015

Abraham Academy - Taipei, Taiwan

- Kindergarten through Senior Department faculty member
- Taught primary, secondary, and junior level education based on US K-12 curricula
- Created lesson plans and worksheets for all classes
- Spearheaded enrichment activities for students and teachers
- Consistent Top 5 faculty member since first year of teaching

Kindergarten Teacher

2011 – 2012

LihJen Bilingual International Private School - Taipei, Taiwan

- Taught primary education to international students ages 3-5
- Constructed the curriculum and schedule for the KI and KII department
- Participated in trainings and seminars in ESL teaching methods
- Created assessments for students

Advertising Intern

2009

Leo Burnett-Black Pencil - Manila, Philippines

- Handled accounts, storyboards and campaigns for clients
- Created a commercial for El Real Pasta
- Created an advocacy campaign for Virlanie Foundation

E D U C A T I O N

2017-present | Master of Education – Learning Design and Technology
University of Southern California – Rossier School of Education

2006-2010 | BS-Advertising Management
De La Salle University- (International School)

2000-2004 | Secondary Education
St. Stephen's High School (International School)

PERSONAL BACKGROUND

Born in the Philippines, raised and educated in multiple countries; Self-taught in computer essentials and editing; Fond of foreign interactions and life photography. Interest: photo editing, museums, and sports; Motivated, determined, goal and quality-oriented.