

# JASMINE D. TAYLOR, PMP

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## Professional Summary

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Experienced project manager with a strong record of managing complex training projects and human resources information systems.

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## Key Skills

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Project Management	Instructional Design	Adobe Photoshop
Risk Management	LMS Administration	Adobe Illustrator
Waterfall, Agile & Hybrid Methodologies	eLearning Development	Adobe Premiere Pro
Business Process Analysis & Management	Graphic Design	Vyond
Smartsheet	508 Compliance	Articulate Storyline/Rise 360
Microsoft Project	Cornerstone OnDemand	Adobe Captivate

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## Professional Experience

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Morehouse School of Medicine, Atlanta, GA

March 2019 to Present

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Senior Instructional Designer & Human Resources Information System Analyst

Plan, develop and manage training and staff development programs, including analyzing training needs to develop new training programs or modify and improve existing programs.

Technical lead responsible for driving data integrity, creating, and utilizing various types of reports, calculated fields, and scheduled output in support of business needs. Provide suggestions and creative solutions to meet the strategic and operational needs of the business, analyzing data flows for process improvement opportunities.

Maintain HRIS system including configuration and design, maintenance, testing, and other related functions, supporting users of Cornerstone OnDemand modules including Learning, Performance, Compensation, and Succession.

Provide expert-level responses to Cornerstone clients as a Client Community Expert (CCE) for Learning and General Portal topics and serve as the Client Co-Chair of the Learning Community of Practice (COP).

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Global Franchise Group, LLC, Atlanta, GA

March 2018 to January 2019

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Instructional Designer

Assisted with the design, development, implementation and evaluation of engaging training solutions for Great American Cookies, Hot Dog on a Stick, Marble Slab Creamery, Round Table Pizza and Pretzelmaker franchise and corporate stores.

Translated operational rollouts and procedures into compelling and effective training courses, including written content, video and SCORM compliant eLearning courses.

Responsible for the administration and support of the Learning Management System by responding to Franchisee requests regarding modules, eLearning courses, the learning management system and/or general inquiries.

Noteworthy Consulting, LLC, Atlanta, GA

October 2016 to Present

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Self-employed

Partner with internal Business Liaisons, stakeholders, and Subject Matter Experts (SMEs) to develop detailed project plans and lead cross-functional teams to consult, design, and develop online training for federal clients.

Developed engaging social media and fundraising campaigns for small businesses and non-profits that increased reach and brand awareness.

Designed marketing materials, including videos, logos, business cards, promotional pieces, and websites.

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DPW TRAINING & ASSOCIATES, Remote

February 2013 to August 2017

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eLearning Developer/Instructional Designer

Managed the creation of SCORM compliant eLearning courses that met compliance, regulatory, and certification needs at the United States Agency of International Development, National Guard of the United States, and Delta Sigma Theta Sorority, Inc.

Championed cost-effective strategies for project deliverables through available resources.

Designed brochures and marketing materials to increase awareness about available instructor-led and online training courses.

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Affiliated Organizations

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DELTA SIGMA THETA SORORITY, INC.

National Technology Committee  
2017

April 2010 – August

Mobile App Team Lead

- Negotiated with event app vendor to provide complimentary services, totaling \$35k.
- Led and managed the data entry, marketing, project rollout, and on-site event support for event app; helping the sorority go paperless and save tens of thousands in printing costs.

LMS Administrator

- Launched and monitored pilot online training program, including: LMS rollout, eLearning development, and training instructors and support teams.
- Provided LMS administration, including but not limited to: LMS migration, training instructors and support team, updating courses, and enrolling users via batch processing.
- Led a virtual support team that offered web-based technical support to instructors and 1,500 learners.

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Education

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PROJECT MANAGEMENT INSTITUTUE

December 2021

Project Management Professional (PMP)

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ROCKHURST UNIVERSITY, Kansas City, MO

August 2011

Bachelor of Science in Business Administration, Concentration: Marketing