

JASMINE D. TAYLOR, PMP

Atlanta, GA • (202) 910-8100 • jaztaylor@icloud.com • www.jaztaylor.com

Professional Summary

Experienced Senior Instructional Designer, Project Manager, and LMS Administrator with ten years of experience delivering engaging and accessible training projects and software implementations on time and within budget.

Key Skills

Project Management (PMP certified)
Cornerstone OnDemand
Graphic Design
Multimedia Production

Instructional Design
LMS Administration
eLearning Development
508 Compliance

Adobe Photoshop & Illustrator
Adobe Illustrator
Adobe Premiere Pro
Articulate Storyline/Rise 360

Professional Experience

Morehouse School of Medicine, Atlanta, GA

March 2019 to Present

Senior Instructional Designer & LMS Administrator

Plan, develop, and manage employee development programs, including collaborating with subject matter experts and stakeholders to analyze training needs to develop new training programs or modify and improve existing programs. Used Articulate Storyline and Rise 360 to develop SCORM courses.

Technical lead responsible for driving data integrity, creating various reports, 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).

Global Franchise Group, LLC, Atlanta, GA

March 2018 to January 2019

Instructional Designer

Led the design, development, implementation, and evaluation of translating operating procedures into engaging training solutions for Great American Cookies, Hot Dog on a Stick, Marble Slab Creamery, Round Table Pizza, and Pretzelmaker franchise and corporate stores using Adobe Captivate and Adobe Premiere Pro.

Developed and maintained project timelines and budgets for operational learning and development rollouts.

Administered and managed the company's learning management system, including troubleshooting technical issues, providing user support to franchisees, and managing the course catalog.

Noteworthy Consulting, LLC, Atlanta, GA

October 2016 to Present

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 eLearning deliverables using Adobe Captivate and Articulate Storyline for clients in primarily federal industries, including the Department of Justice (DOJ), Federal Aviation Administration (FAA), and Federal Bureau of Investigations (FBI).

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

DPW TRAINING & ASSOCIATES, Remote

February 2013 to August 2017

eLearning Developer/Instructional Designer

Managed and led instructional design, SCORM, and development projects for federal clients, including the United States Agency of International Development, the 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.

Affiliated Organizations

DELTA SIGMA THETA SORORITY, INC.

National Technology Committee

April 2010 – August 2017

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.
- Led a virtual support team that offered web-based technical support to instructors and 1,500 learners.

Education

- Master of Business Administration – Entrepreneurship, Georgia State University (2025)
- Project Management Professional (PMP), Project Management Institute (2021)
- Bachelor of Science in Business Administration – Marketing, Rockhurst University (2011)