
JEREMY M. CLARK

Clarkston, GA | 770.873.4509 | jeremymichaelclark@me.com | <https://www.linkedin.com/in/jeremymichaelclark/>

PROFILE

Educator, facilitator, and instructional designer with 15+ years experience delivering engaging and interactive training solutions for ages ranging from middle school through adult learners.

EXPERIENCE

LEARNING DESIGNER, JAY SEA LEARNING SOLUTIONS, LLC ATLANTA, GA – 2023 - PRESENT

- Contract learning designer, using tools including Articulate 360, Adobe Captivate, Adobe Creative Suite, WalkMe, Powtoons, and Camtasia
- Develop and maintain training materials for job aids using SharePoint and ServiceNow

INSTRUCTIONAL DESIGNER, BLACKROCK, ATLANTA, GA – 2019 - 2023

- Created and implemented new design standards for eLearnings across the firm, globally, resulting in a Net Promoter Score of 3.5 or greater out of 5, and helping to reduce amount of time spent by employees when taking required compliance training
- Designed compliance trainings and product trainings using a story-telling method to engage the learner within the Workday and BlackRock Academies platforms (CrossKnowledge LXP), utilizing Articulate 360, Microsoft Office, Adobe Creative Suite, and Camtasia
- Served as a brand ambassador and consultant for on-boarding 8 new contingent contract workers to roll out content for the BlackRock Citizen Academy
- Managed relationships with multiple vendors to provide branding advice for content development, creating consistency around training and branding guidelines
- Partnered with Subject Matter Experts within BlackRock and Aladdin to create and develop:
 - 25+ eLearning courses in English (UK and US) and Spanish,
 - Marketing and informative videos
 - Support documents created within Adobe Creative Suite and Microsoft Office

LEARNING DESIGNER, NAMELY, ATLANTA, GA – 2018-2019

- Created 25+ product videos for client enablement training, working collaboratively with the marketing team to communicate new information to clients about updates and product releases
- Worked closely with key stakeholders to redesign all courses within the learning management system, still being used today within the company
- Served as a leader for the PrideIN LGBTQ+ ERG, organizing events around LGBTQ+ issues within the workplace for the Atlanta and New York offices, raising awareness of Diversity, Equity, and Inclusion within the company brand, and helped design DEI marketing materials to share with clients
- Operated within strict deadlines while meeting high standards for clients from all levels of the organization, prioritizing and completing multiple projects on or ahead of time originally discussed

TRAINING SPECIALIST, INSTRUCTIONAL DEVELOPER, FIRST DATA, – 2013 - 2018

- Promoted from Training Specialist to Instructional Developer in January 2015
- Defined instructional, learning, and performance objectives based on needs analysis for the Sales and Customer Service teams, creating a variety of engaging learning resources for both online and classroom training in the Marietta, Atlanta, and Coral Springs offices
- Provided coaching to a team of 3 trainers and 8 instructional developers on interactive learning strategies with performance data to determine effectiveness of facilitation, courses, and instructional materials
- Served on the UNITY LGBTQ+ leadership team, organizing events for Small Merchant Businesses within the Atlanta Community, earning the "Corporate Ally of the Year" award in 2016 from the Atlanta Gay and Lesbian Chamber of Commerce

8TH GRADE STEM TEACHER, AMANA ACADEMY, ALPHARETTA, GA – 2012 - 2013

- Facilitated and moderated classroom instruction for 8th grade STEM Curriculum for a group of 38 students
- Facilitated 10 months of web-based training for tutorials with Skype, FuzeMeeting, WebEx, Zoom, and Adobe Connect platforms
- Prepared and designed course materials to share with parents, administrators, and collaborators through blogging daily classroom activities
- Project Manager for Hope House Learning Service Project to design, deliver, and implement community service projects for the homeless in Atlanta and the Madhouser Organization.

MATH TEACHER, COBB COUNTY SCHOOL DISTRICT - PALMER MIDDLE SCHOOL, KENNESAW, GA – 2008 - 2012

- Facilitated and moderated classroom instruction for 6th and 7th grade Mathematics Curriculum, for 125 or more students each year
- Prepared and designed course materials to share with parents, administrators, and collaborators through blogging daily classroom activities
- Designed, developed, and implemented professional workshop seminars for over 150 teachers, including topics such as, Instructional Differentiation, Note Taking Strategies, and Problem Solving
- Served as council member for AVID leadership team, resulting in becoming a National AVID Demonstration School, the first one in Georgia
- Recognized as Teacher of the Month in October 2010

EDUCATION

KORN FERRY INSTITUTE, ONLINE
LEADERSHIP U FOR HUMANITY CERTIFICATION, 12022

UNIVERSITY OF PHOENIX, ONLINE,
MASTERS IN EDUCATION, 2012

GEORGIA SOUTHERN UNIVERSITY, STATESBORO, GA
BACHELORS OF SCIENCE IN EDUCATION, 2006

SKILLS

Articulate 360 | TechSmith Camtasia | Adobe Creative Suite | Audacity | Microsoft Office 365 | Mac OS | Powtoons | SharePoint | ServiceNow | Adobe Captivate

Work samples available at <http://www.jaysealearningsolutions.com>