

UX CV template:

Dear X,

My name is Claire Zheng, and I am a second year master student studying instructional technology and media at Teachers College, Columbia University. Please find my attached resume. I believe my experience with designing research and analyzing data make me highly qualified for this position.

I am currently interning at Columbia Video Network as an instructional designer assistant. In the current role, I help senior instructional designer manage course delivery by maintaining and updating content, which involves constantly gathering qualitative feedback from discussion forum and quantitative feedback from the learning analytics dashboards based on learners' performance. By understanding learners' needs and adjust course content based on their feedback, we are rated 4.8 out of 5 for our specialization courses on Coursera.

During my undergrad study at Syracuse University, I worked for a model talent company as their PR specialist. To understand the market and client needs, our PR team conducted a detail research using social listening analysis, survey and focus group. I co-designed a 30-minute focus group, recorded and analyzed data for all participants. Throughout our detailed research, I able to gain a deeper understanding of the client and present a accurate SWOT analysis to improve client's public image.

Thank you so much for your time. I look forward to learning more about this position.

Best regards,
Claire Zheng

Most recent two roles and responsibilities(detailed)

Columbia Video Network

1. **Building** courses on edX and Coursera
 - a. Research on course technology such as Coursera embedded coding lab and investigate how it was utilized in current course offerings to provide strategic planning for new course design
 - b. researching and synthesizing course information
 - c. Drafted syllabus for construction courses
2. **Build a** poster for Computer Vision
 - a. Outreach on learners community, send out weekly emails communication
3. Manage course deliver/Maintain and update content
 - a. Coordinating a team of content experts
 - b. respond students questions on the forum in a scaffolded manner
 - c. Training course assistants to be able to communicate with the students with appropriate manner and instructional way
 - d. Improve the course by looking at qualitative feedback (from the forum) and quantitative feedback from the learning analytics dashboards based on students performance
4. Executing course migrations
 - a. archiving projects
 - b. Coordinating tasks among team members
 - c. Training people on using platforms and tools,
 - d. Create spreadsheets to manage the workflow and progress
5. Examples of portfolio projects: <https://www.lila-azouz.com/evaluation.html>
6. <https://mylearningworld.com/instructional-design-portfolio-samples/>

BaLiDao Kindergarten

1. **Compose contents for social outreach**
 - a. Oversaw, built, and implemented digital marketing campaigns, and publish articles and videos that generate 30,000+ views
 - b. Advise teaching and administrative staff in curriculum development, use of materials and equipment, and implementation of state and federal programs and procedures.
2. **Train staff**
 - o Supervised a team of eight teachers on generating social media content on a weekly basis and present monthly social media reports for the management team to meet end goals and KPI
 - o Developed social media specialists training material including videos and slideshows for a community of 20 teachers to reinforce video editing and social media writing skills
3. **Composed outreach** to parents, teachers and school leaders as needed to build a collaborative community