FLORA PASSEY
Port Orchard, Washington | 360-320-9757 | florapassey@gmail.com
Instructional Designer | E-Learning & Learning Experience Design
Portfolio: https://florapassey.com

Professional Summary

Emerging instructional designer and Washington State certificated K–8 educator pursuing a Master of Education in Educational Technology and Instructional Design, with specializations in K–12 and adult learning. Brings more than 20 years of experience designing individualized learning experiences, developing instructional materials, facilitating learning, and supporting diverse learners. Combines a learner-centered educational background with hands-on experience in e-learning development, scenario-based learning, digital content creation, and website administration. Skilled at translating learning needs into engaging, practical learning experiences for varied audiences.

Instructional Design & Digital Skills

- Instructional Design: Learner-centered design, learning objectives, instructional sequencing, scenario-based learning, problem-based learning, formative assessment, feedback design, differentiated instruction
- E-Learning & Digital Content: Genially, Microsoft PowerPoint, Canva, Adobe InDesign, digital instructional materials, interactive learning activities, multimedia content development
- Web & Learning Technology: WordPress, Divi, Elementor, Wix, Google Sites, Blogger, Google Workspace, Microsoft Office, Zoom, Google Meet
- Learning & Evaluation: Learner needs analysis, assessment development, usability testing plans, instructional content organization, learner engagement, iterative design
- Technical Skills: Website administration, WordPress plugin management, online form integration, website troubleshooting, digital publishing

Selected Instructional Design Projects

From Sounds to Print | Interactive E-Learning Course
Foundational Reading Instruction | *Genially*

- Designed an approximately 60-minute interactive professional learning experience for K–2 teachers and reading support staff on identifying foundational reading needs and selecting aligned instructional responses.
- Developed scaffolded instruction, modeled examples, scenario-based practice, and formative feedback to help learners apply concepts to student reading difficulties.
- Incorporated multimedia learning supports, including narration, audio examples, transcripts, and text alternatives.

Meeting Rescue | Scenario-Based E-Learning Prototype
Virtual Team Facilitation | *E-Learning Design*

- Designed a workplace learning prototype to help employees practice effective virtual meeting facilitation through realistic workplace scenarios and decision-making activities.

- Created the “Ask, Listen, Engage, Guide” framework to support active listening, participation, communication, and meeting management.
- Developed a usability testing plan addressing navigation, task completion, critical errors, time on task, and learner satisfaction.

The Root of the Problem | E-Learning Mockup
Supervisory Problem-Solving | Microsoft PowerPoint

- Designed a problem-based learning experience for newly promoted supervisors to investigate a workplace concern using documents, emails, performance information, and policy.
- Structured activities to help learners distinguish evidence from assumptions, investigate potential root causes, and develop an evidence-based solution.
- Designed an authentic culminating assessment supported by a grading rubric.

Education

Master of Education in Educational Technology & Instructional Design
Western Governors University | In progress
Specializations: K–12 Learning and Adult Learning
Expected completion: March 2027

Bachelor of Science in Elementary Education (K–8)
Western Governors University

Professional Experience

Head Start Teacher
Olympic Educational Service District – Bremerton, WA *2025 - Present*

- Design individualized learning experiences aligned with learning standards and student developmental needs.
- Use observation, assessment, and documentation to monitor progress and adapt instruction.
- Collaborate with families, specialists, and therapists to support diverse learners.

Home-Based Educator & Learning Coach
Independent – Port Orchard, WA *2003 – 2025*

- Designed and adapted individualized learning experiences and curriculum for students in PreK–12.
- Selected instructional materials and differentiated strategies to address diverse learning needs and goals.
- Assessed progress, adjusted instruction, and advised families on curriculum, learning strategies, and educational planning.

Online Instructor & Mentor
Joyful Heart Mentoring *2020 – 2023*

- Designed and facilitated live online classes for adult learners using Zoom and interactive learning strategies.
- Guided learners through discussions, personal growth activities, and individualized mentoring.
- Contributed to digital learning materials, website content, and organizational communications.
- Updated and formatted student and mentor teaching manuals using Adobe InDesign.
- Wrote audience-focused copy for Facebook posts.
- Contributed to website updates and digital communications.

Additional Teaching Experience

- **Parent Partnership Program Co-Teacher**, Oak Harbor Schools | 2014–2015
- **Substitute Teacher**, South Kitsap School District and Oak Harbor Schools | 2018–2025
- **Developmental Preschool Paraeducator**, South Kitsap School District | 2023
- **Cooperative Learning Instructor**, Homeschool Co-ops | Multiple years, 2001–2025

  Experience includes curriculum support, differentiated instruction, small-group learning, classroom facilitation, and collaboration with families and educators.

Website & Digital Content Experience

Independent Website Development & Administration *2005 - Present*

- Designed, built, and maintained approximately a dozen websites and blogs using WordPress, Divi, Elementor, Wix, Google Sites, and Blogger.
- Organized digital content and developed website pages, layouts, and navigation.
- Configured and managed WordPress plugins to extend website functionality.
- Created and integrated online forms and managed ongoing website administration.
- Troubleshot technical issues through independent research, systematic testing, and collaboration with hosting support.

Additional Educational & Community Leadership

Community Education & Volunteer Leadership
Church & Youth Programs *1990–Present*

- Planned and facilitated educational lessons for children, youth, and adults.
- Developed learning activities focused on personal growth and lifelong learning.
- Trained and mentored volunteer teachers and leaders.
- Coordinated educational programs and volunteer teams.

Certifications

- Washington State Teaching Certificate
- Washington State Substitute Certificate
- Washington State Paraeducator Certificate