

Preston Taylor Stone

I am an accomplished researcher & instructional designer adept in learning & development. I improve processes and programs through strong leadership, critical thinking, and creativity.

ptstone@icloud.com

[LinkedIn](#)

[Portfolio](#)

INSTRUCTIONAL DESIGN (four universities) – Researcher & Instructor

- Managed approximately 500 students over a five-year period by designing and managing multiple projects at once that included training schedules, lesson plans, and executing course design that adhered to institutional quality management
- Led instructional design process using **ADDIE and SAM methodologies** for ~36 courses
- Authored e-learning content for ~30 virtual and hybrid courses
- Implemented ~70 surveys to assess program and development needs upon iteration
- Facilitated student communication in live and digital environments, resolving conflicts with students and colleagues to ensure the highest professional standards
- Provided feedback aligned with the learning outcomes of each course by evaluating student performance according to **Kirkpatrick model of evaluation**
- Met with major departmental stakeholders and leadership to strategize learning objectives using **Bloom's Taxonomy**
- Created learning support materials in **Adobe Captivate** and **Articulate 360**
- Aggregated and analyzed assessment report data for each learner, class, quarter, and year in order to improve training methods, materials, and implementation techniques
- Maintained compliance with institutional visual identity and legal requirements
- Abided by federal and institutional guidelines regarding sensitive or confidential information
- Provided mentorship and guidance for entry level instructors

LEADERSHIP – internal, institutional

Chairperson of the Board & Editor-in-Chief, KAIROS Literary Institute

July 2021–present (remote)

- Wrote and coordinated ratification of corporate constitution and bylaws to ensure compliance with state and federal laws
- Develop and actualize strategic plan and corollary goals for growth and expansion of the corporation
- Convene and lead quarterly meetings with management and the Board of Directors, producing reports to update the board on progress in strategic plan
- Plan, design, and schedule digital marketing campaigns using **Adobe Creative Cloud** for each digital and print issue
- Design website, ensuring compliance with visual identity established by management

Parliamentarian, Committee Chair, & Senator, Graduate Student Association, Univ. of Miami

August 2018–May 2022

- Ensured compliance with institutional and organizational standards by planning, scheduling, and directing 10 meetings of ~60 people annually
- Collaborated with deans, provosts, VPs, and other executive leadership on internal issues and interdepartmental issues, then created and presented ~15 reports and white papers based on these meetings to nonmanagerial stakeholders

INTERPERSONAL COMPETENCIES

Instructional Design (ADDIE/SAM) | Project Management (Agile/Scrum/Kanban/Waterfall) | Critical Thinking | Program Management | Learning & Development | Institutional Compliance | Research Design | Public Speaking | Research Aggregation/Reporting | Written Communication | Bilingual (English/Spanish)

TECHNICAL COMPETENCIES

Adobe Captivate | Articulate 360 | iSpring Suite | MS Office | Google Suite | Zoom | HTML5 | Python | CSS | macOS | SCORM | Final Cut Pro | Canva | HootSuite | WordPress | Campaign Monitor | Airtable | Submittable | MailChimp | SurveyMonkey |

EDUCATION

Ph.D. – University of Miami
English

B.A. – Clemson University
English

M.A. – University of Miami
English