

# Kat Negrón, M. Ed.

## SENIOR INSTRUCTIONAL DESIGN CONSULTANT AND VOICE ACTOR

Senior Instructional Design Consultant and Voice Actor (15+ years) specializing in creating technology-driven, high-impact learning solutions. Skilled in advanced design methodologies, including AI integration, to develop interactive programs that drive measurable performance outcomes and enhance workforce capability.

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571-208-2853

**March 2019 - Present**

### **Owner, Instructional Design Consultant, Voice Actor, Black Kat Creative, LLC**

- Partners with clients and Subject Matter Experts (SMEs) to determine training goals and objectives and the type of intervention required.
- Designs and develops comprehensive, interactive online blended learning programs (including microlearning videos, webinars, infographics, and job aids) based on detailed learner needs assessments to increase skills in areas such as leadership, financial management, sales, and more.
- Leverages AI to generate content (voices, graphics, videos, and case study details), using tools such as ChatGPT, Gemini, ElevenLabs, and Synthesia.
- Coordinates, manages, and delivers various training programs, such as a national grantee-required certificate training.
- Manages content and administration of multiple Learning Management Systems (LMS), including SAP Litmos, SumTotal, Moodle, and Desire2Learn.

**March 2016 – March 2019**

### **Instructional Design, Manager, ICF**

- Continues the duties of the Instructional Designer role.
- Designated as the eLearning Technology Team Lead for the OVC TTAC project, managing project teams of instructional designers on blended and eLearning initiatives.
- Recognized as a SME and leader in both synchronous and asynchronous eLearning delivery, contributing expertise to specific project tasks and the wider organizational pool at ICF.

**October 2012 – March 2016**

### **Instructional Designer, ICF**

- Designed and developed robust blended learning environments (including storyboarding and flipped classroom strategies) to replace traditional face-to-face training, utilizing synchronous and asynchronous modalities.
- Strengthened existing training content by conducting reviews, collaborating with SMEs on updates, and ensuring adherence to 508 compliance and SCORM guidelines.
- Led the redesign and implementation of the SumTotal LMS, while acting as the LMS administrator for both SumTotal and Desire2Learn (D2L) platforms.
- Provided instructional design consultation and project management support for content developers, training webinars, and proposal development efforts.

March 2011 – October 2012

**Senior Learning Technologies Specialist, Management Concepts**

- Continued the same duties as a Learning Technologies Specialist.
- Represented the department in client site meetings and engagements, serving as the primary liaison between the internal team and external partners.
- Coordinated and delegated project activities using project management best practices, including resource analysis and recommendation for departmental resourcing.
- Ensured the quality and compliance of all courseware by reviewing, implementing, and enforcing 508 compliance and SCORM guidelines, and providing recommendations for courseware improvement.

June 2010 – February 2011

**Learning Technologies Specialist, Management Concepts**

- Designed and deployed diverse technology-driven learning environments (WBT, blended learning, virtual classrooms, university-style courses) using established methodologies, including ADDIE and Rapid Prototyping.
- Managed personal project timelines and coordinated with cross-functional teams, relying on standard design documentation, storyboarding, and prototypes to meet client specifications.
- Leveraged extensive proficiency in multiple eLearning and media tools, including the Adobe eLearning Suite, Adobe Connect Pro/WebEx, and various authoring tools (e.g., Captivate, Presenter) to deliver high-quality courseware.

November 2009 – May 2010

**Marketing Intern, Echo360**

- Created tutorials for a faculty-based audience to demonstrate the use of Echo360's "personal capture" software system.
- Conducted research to help target marketing efforts. Participated in special projects to analyze data for saturation of markets.

July 2007 – November 2009

**Distance Learning Coordinator, National Institute of Governmental Purchasing**

- Spearheaded the annual Webinar Program project management, planning and coordinating over 40 events, including budgeting, topic/presenter selection, coaching, and live production using synchronous delivery tools (e.g., Microsoft Office Live Meeting).
- Developed and deployed synchronous and asynchronous courseware utilizing Rapid Prototyping and the ADDIE model, leveraging software like Adobe Captivate and integrating Web 2.0 technologies.
- Managed all phases of digital media production, including selecting, scripting, coaching, recording, editing, and publishing organizational podcasts and annual conference videos.
- Managed content strategy and networking across professional social media platforms (LinkedIn, Twitter) to engage external partners in the procurement field.

August 2005 – June 2007

**Coordinator, Geography Education Outreach and New Media, National Geographic**

- Coordinated the nationwide Geography Action! Program for the Geography Education Outreach team through consistent communication on the National Geographic education network (EdNet).
- Supported program material development, including the design of flyers, handouts, and classroom resources.
- Acted as the liaison between the New Media and Education Departments, coordinating projects (e.g., launching early podcasting initiatives) and analyzing website metrics to complement educational goals.

**EDUCATION**

- M.Ed., Instructional Technology, George Mason University, 2010
- eLearning Graduate Certificate, George Mason University, 2010
- B.A., Geography, Virginia Polytechnic Institute and State University, 2005

**CERTS AND TRAINING**

- Microlearning Online Conference, 2023
- Advanced eLearning Instructional Design Certificate, 2015
- Project Management Principles 3-Day Class, 2011
- eLearning Project Management Certificate, 2011

**SKILLS**

- Adult education
- Client engagement
- Project management
- Team coordination
- Event management
- Graphics development

**TOOLS**

- Articulate 360
- ElevenLabs
- Adobe Creative Suite (Acrobat, Photoshop, InDesign)
- Camtasia
- GarageBand
- iZotope
- iMovie

**HIGHLIGHTS**

- Designed AVA Award winning training for professionals working in a USAID setting.
- Developed training for the #1 nursing school in the United States.
- Designed, developed, and implemented 52 modules for US-based victim services.
- Redesigned and developed online sales training for Fortune 500 international tech firm.
- Developed innovative story-based eLearning for European-based humanitarian aid volunteers.
- Used AI-generated videos and prompts to create engaging eLearning scenarios.

**PRESENTATIONS AND PUBLICATIONS**

- eLearning Guild's Learning Solutions Conference: The 3 Cs of SME Management (March 2019)
- Webinar – The Business of Learning: A Strategic Approach to Delivering Impactful Learning Programs (August 2018)
- Blog: 3 Ways to Motivate Employees to Stick with an Online Course (July 2017)