

MARISELA THOMPSON

Las Vegas, NV | 702.824.8144 | mariselathompson2222@gmail.com

PROFESSIONAL SUMMARY

I am a dedicated instructional designer with eight years of experience as a higher education lecturer and a Professional Certificate in Digital Learning and Instructional Design. Passionate about developing impactful learning solutions, I excel in both online and in-person instruction, specializing in creating effective, learner-focused educational content. My expertise includes instructional communication, leveraging technology to enhance productivity, and providing exceptional organizational and administrative support. With strong multitasking and communication skills, I am eager to contribute to a dynamic team in a remote setting, helping organizations deliver meaningful learning experiences.

SKILLS

Bilingual [Spanish]

Articulate [Rise, Storyline]

Autodesk Suite [CAD, Revit, 3Dmax]

Microsoft Office [Word, Excel, PowerPoint, Outlook]

Google Suite/Workspace [Doc, Sheets, Slides, Jamboard, Meet, Calendar, Mail]

Graphic Design [Photoshop, Illustrator, InDesign, Adobe Express, Canva]

Project Management/Team Collaboration [Slack, Trello, Miro, Mural]

Online Video Conferencing [Webex, Zoom]

Video Editing/Creation [Camtasia, Powtoon]

Canvas Learning Management System

CERTIFICATES

Professional Certificate in Digital Learning and Instructional Design,
Digital Learning Institute, University credit-rated by Glasgow Caledonian University [UK]

ACCESSIBILITY FIRST DESIGN | ELEARNING ESSENTIALS: INSTRUCTIONAL DESIGN |
ED TECH FOR CLASSROOM MICRO-CREDENTIAL | HIGHER EDUCATION TEACHING |

EXPERIENCE

Lecturer [2018 - 2024] *University of Nevada, Las Vegas*

- Developed and delivered curricula for the Interior Architecture and Design program, spanning all four years within the School of Architecture.
- Led instruction in technical communication, design communication, and project-based learning courses, utilizing both online and in-person formats to meet diverse learning needs.
- Collaborated in the creation and implementation of a curriculum that achieved CIDA accreditation standards, ensuring high-quality instructional content and alignment with professional requirements.
- Coordinated, organized, and assessed courses to ensure compliance with accreditation standards, including the documentation of alignment across faculty instruction.
- Served as the Program Internship Coordinator and Lower Division Coordinator for six years, overseeing student placement and academic development.
- Taught a variety of courses, including foundational design studios, Autodesk Revit, Adobe Creative Cloud tools, and healthcare design-focused studios, emphasizing practical and software skills.
- Delivered instructor-led training (ILT) sessions for diverse learners, focusing on both face-to-face and virtual classroom environments.

- Applied adult learning theories to enhance the effectiveness of live training sessions, ensuring learners engaged with and applied key concepts.
- Developed and implemented blended learning models, combining self-paced e-learning with instructor-led sessions to maximize learning outcomes and accommodate different learning styles.
- Designed course materials for hybrid instruction, ensuring smooth transitions between online and in-person components.
- Managed course delivery through the institution's Learning Management System (LMS), ensuring courses were accessible, well-organized, and user-friendly.
- Uploaded course content, tracked student progress, and provided ongoing support for both students and faculty through the LMS.
- Designed e-learning courses that catered to diverse learner needs, incorporating video tutorials, quizzes, and gamification elements for an immersive learning experience.
- Conducted needs analysis to identify instructional gaps and opportunities, customizing course content to improve learner outcomes.
- Developed both formative and summative assessments to measure learner progress and adjust instruction based on performance data.
- Utilized data-driven approaches to continually evaluate and refine course content, ensuring alignment with learning objectives and accreditation standards.
- Partnered with subject matter experts (SMEs) to create and refine instructional content, ensuring accuracy and relevance.
- Participated in course evaluations and implemented feedback to improve the design and delivery of instructional materials.
- Coordinated with various stakeholders, including administration, faculty, and external partners, to align course content with organizational goals.

Teaching Assistant/Administrative Assistant [2015 - 2018] *University of Nevada, Las Vegas*

- Provided administrative support to faculty, ensuring smooth coordination of daily tasks such as scheduling meetings, organizing course materials, and managing communications between faculty and students.
- Maintained and updated records for student attendance, grading, and coursework, ensuring data accuracy and compliance with academic regulations.
- Coordinated calendars and appointments for instructors, scheduling classes, meetings, and academic events to optimize time management.
- Assisted in the preparation of reports, presentations, and instructional materials, utilizing tools like Microsoft Office and Google Workspace to ensure professional quality and timely delivery.
- Managed email correspondence and communications with students, faculty, and department staff, ensuring timely responses and clear communication.
- Supported classroom instruction by preparing materials for lectures, organizing documents, and setting up classroom technology such as projectors and video conferencing tools.
- Facilitated virtual learning through platforms like Zoom and Microsoft Teams, assisting with setup, troubleshooting, and ensuring smooth online class operations.
- Monitored and maintained inventory of classroom and office supplies, ensuring all resources were adequately stocked and reordering when necessary.
- Acted as the first point of contact for student inquiries, providing customer service and responding to requests for information regarding schedules, assignments, and course requirements.
- Assisted in document management by filing, organizing, and distributing course materials and internal communications.
- Organized departmental events and meetings, including room bookings, agenda preparation, and minute-taking, ensuring efficient and effective coordination.
- Supported the onboarding of new staff and instructors by providing administrative assistance and orientation on departmental processes and systems.

EDUCATION

Higher Education Teaching Certification University of Nevada Las Vegas

Master of Healthcare Interior Design University of Nevada Las Vegas

Bachelor of Science in Interior Architecture and Design University of Nevada Las Vegas

SERVICE COMMITTEES

Academic Standards, Assessment and Accreditation Committee

Curriculum and Student Experience Committee

Council for Interior Design Accreditation Preparation Committee [Co-Chair]

REFERENCES

Brenda Tena [Project Manager- Development, The Venetian Resort] □ [Part-Time Instructor, UNLV]

Brenda.tena@venetianlasvegas.com **702.443.7154**

Anthony Yu [Senior Associate, Klai Juba Wald Architecture + Interiors] □ [Part-Time Instructor, UNLV]

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Larry Ward [CEO of WHL Design Group] □ [Part-Time Instructor, UNLV]

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