

Charlotte Beam

Expertise

- Instructional Design
- Curriculum Design
- Graphic Design
- Project Management
- Education / Teaching

Education

*Southern Methodist University,
Dallas, TX - 2015*

Graphic Design Certificate

*University of Texas at Arlington,
Dallas, TX - 2012*

**Bachelor of Science in
Education**

- Graduated Cum Laude
- Sigma Alpha Lambda -
National Society of
Leadership and Success,
UTA Chapter

Professional Certifications

- **Region 10 Guided Reading
Certification** - 2014
- **International Baccalaureate
Certification** - 2013, 2014
- **Texas Educator Certificate**
(General EC-6th), completed
June 2012
 - **ESL Endorsement**

Experience

A-MAX Auto Insurance, Dallas, TX

2016-Current

Learning Specialist / Instructional Designer

Worked with SMEs to develop and implement training for newly hired insurance agents in over 100 locations across Texas.

- Instructional Design
 - Creation of instructor-led classes
 - Scheduled statewide training for 500 new hires
 - Designed curriculum
 - Created PowerPoints, hand-outs, and workbooks
 - Creation of E-learnings
 - Used Storyline to create interactivity and story
 - Used Illustrator to create custom graphics
 - Used Acrobat to create participant guides
 - Covered topics from underwriting to sales
 - Work included fully-interactive game covering homeowners insurance section of the P&C Exam.
 - Creation of job-aids using Lucid Chart and Illustrator
- Project Planning
 - Utilized scrum methodology to organize projects
 - Utilized Kirkpatrick's Levels to determine ROI
 - Utilized ADDIE to develop strong project
- LMS Administration
 - Created custom assets to create look and feel
 - Responsible for day-to-day maintenance

Private Family, Plano, TX

2016

Dyslexia Support Tutor

Homework help and intervention support for a 3rd- and 5th-grader.

Teach For America

2013-2015

Dallas Corps Member – Elementary Teacher

Participated in professional development designed to produce leaders, five week intensive training, 150 hours of additional professional development, and 18 targeted observations with an instructional coach. Met tight deadlines while managing a demanding workload.

Articulate 360/ Storyline



Illustrator



Photoshop



Acrobat



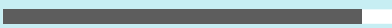
InDesign



MS Office Suite



LMS Administration



Professional Skills

Organization



Creativity



Independence



Teamwork



Ability to Learn Quickly



Professional Memberships

- ADT -2016-Current

Experience (Continued)

Williams Preparatory, Dallas, TX 2013-2015

2nd Grade Teacher – Self Contained – Science Lead

Kindergarten Teacher – Self-Contained – Math Lead

Tutored 3 days a week to grow students an average of 1.5 grade levels in reading at an at-risk school serving 98% ELL population with 99% at low SES. Instituted Inquiry-Based IB teaching and learning experiences. Responsible for MAP, Common Assessments, TPRI, and DRA administration and scores.

Club Sponsor/Instructor

Lead weekly K-5 “maker club” where students created things from recycled materials.

Carpe Diem, Southlake, TX 2012-2013

Preschool Teacher - Toddler Room

Taught Baby Sign Language | Implemented sensory experiences, pre-literacy curriculum, and social-emotional instruction.

Private Family, Bedford, TX 2012

Tutor

Private tutoring for struggling kindergarten.

Bellaire Elementary, Bedford, TX 2011-2012

Kindergarten and 4th Grade Student Teacher

Designed intervention strategy | Initiated Whole-Brain teaching strategy as behavior solution.

Professional Learning

- **ATD TK2017 Participant - 2017**
Building Interactive ebooks, engaging learners, building and using games to increase higher order thinking skills, creating powerful job-aids, learning game design
- **Reasoning Mind Math - 2015**
- **Project-Based Learning - 2015**
- **Social Emotional Teaching (Momentous Institute) - 2013, 2014, 2015**
- **Marzano’s Six Step Process - 2014**