

# Sarah Scott

Richmond, VA | 804-221-3297 | [sarahlewisScott@gmail.com](mailto:sarahlewisScott@gmail.com) | [www.sarahlewisScott.com](http://www.sarahlewisScott.com) | [LinkedIn](#)

## SUMMARY

---

**Learning experience designer** with 10+ years of proven experience designing and developing highly engaging, effective, and accessible eLearning and instructor-led training for the transplant community, public safety industry and financial services sector.

## Skills

Adobe Acrobat	Adobe Premiere Pro	Audio and video editing	Techsmith Camtasia
Adobe Illustrator	Articulate Storyline 360	eLearning administration	Techsmith Snagit
Adobe Photoshop	Articulate Rise 360	Microsoft Office Suite	Vyond

## PROFESSIONAL EXPERIENCE

---

### **BHG Financial**

*Learning experience designer*

Fort Lauderdale, FL  
August 2023 – present

- Designs and develops engaging, effective learning experiences leveraging a variety of media, interactivity, simulations, illustrations, and diagrams.
- Works cross-functionally and manages multiple concurrent instructional design projects, from analysis and project-scoping through course implementation and evaluation.
- Applies the action-mapping approach to align training solutions with performance objectives and desired learning outcomes.
- Recommends instructional solutions that are grounded in educational theory and adult learning principles.
- Reviews and provides feedback on prototypes, scripts, and final deliverables for team projects.
- Uses data and metrics to measure effectiveness and drive process improvements.
- Fosters knowledge-sharing, best practices and continuous learning through informal discussions, 1:1 mentoring, and department-wide workshops.
- Leads and manages sprint planning, project kickoffs, and backlog refinement meetings with team to prioritize projects accurately based on stakeholder and business needs.

### **United Network for Organ Sharing (UNOS)**

*Instructional designer*

Richmond, VA  
August 2021 – August 2023

- Designed and developed engaging content in multiple modalities with clear strategies and methods to achieve desired learning outcomes.
- Worked cross-functionally and managed multiple concurrent instructional design projects, from analysis and project scoping through course implementation and evaluation.
- Partnered with subject matter experts to define and document learning objectives, desired outcomes, and overall requirements of learning solutions.
- Recommended and supported instructional solutions to meet a variety of needs using appropriate technology and grounded in educational theory and adult learning principles.
- Used data and metrics to measure effectiveness and drive improvements.
- Mentored team members on accessibility best practice (WCAG 2 and Section 508 standards) by providing training and serving as a resource.

### **National Center for Policing Innovation (NCPI)**

*Instructional Designer/Program Manager (Prev: Program Coordinator)*

Richmond, VA  
July 2015 – August 2021

- Developed classroom and web-based training programs and interactive e-guides for the public safety industry.
- Managed all aspects of instructional design process, including determining most effective pedagogical strategies, coordinating development of media, and designing assessments.
- Worked closely with subject matter experts to gather content and build relationships.
- Managed NCPI's Moodle-based LMS.

- Championed web accessibility by providing staff training on accessibility best practice and auditing NCPI web products for accessibility.

**Hanover County Public Schools**

*Upper elementary school teacher*

Ashland, VA

*August 2011 – June 2015*

- Served as grade-level team leader for 2 years, facilitating team meetings, organizing grade level events, and serving as liaison between the administrative and teaching teams.
- Supervised the 8-week training of a university student.
- Prepared and delivered training to building-level colleagues on various teaching strategies.

EDUCATION & OTHER

---

**Virginia Commonwealth University**

*M.A. in Teaching, Elementary Education*

2011

**The University of Virginia**

*B.A. in Biology; B.A. in Spanish*

2009

**Certifications:** Trusted Tester Certification from The Department of Homeland Security, Office of Accessible Systems and Technology; Postgraduate Professional Teaching License from the Commonwealth of Virginia