

JASMINE D. TAYLOR, PMP

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PROFESSIONAL SUMMARY

Senior Instructional Designer and Project Manager with 11+ years of experience delivering 508-compliant eLearning solutions and managing complex projects for corporate and federal clients. Extensive HRIS consulting expertise in system configuration, customization, and optimization. Skilled at collaborating with IT to implement data feeds, run reports, and enhance system modules. PMP certified, with proven success in leading cross-functional teams, driving process improvements, and delivering projects on time and within budget.

KEY SKILLS

- Project Management (PMP Certified)
- HRIS Configuration & Customization
- Data Integration & Reporting
- Process Improvement
- Client & Stakeholder Collaboration
- Instructional Design & eLearning Development
- Multimedia Design & Development (Adobe Creative Cloud)
- LMS Administration
- Articulate Storyline/Rise 360
- Accessibility & 508 Compliance

EXPERIENCE

Senior Instructional Designer (Contractor)

Global Readiness, Inc. | Washington, D.C.

May 2020 - Present

- Designed and developed over 20 SCORM-compliant eLearning modules to a total audience of 700,000+ learners across the Department of Justice (DOJ), Federal Aviation Administration (FAA), and Federal Bureau of Investigations (FBI).
- Reduced course development time by 20% by streamlining instructional design processes and optimizing collaboration between SMEs and designers.
- Delivered training solutions ahead of schedule, consistently meeting or exceeding client expectations.

Senior Instructional Designer & HRIS Administrator

Morehouse School of Medicine | Atlanta, GA | March 2019 – April 2020 (Full-time), May 2020 – March 2023 (Part-time)

- Directed a cross-functional team in building out the HRIS by implementing new modules, setting up data feeds, and improving system functionality for over 2,500 employees. Partnered with C-suite stakeholders to ensure the system aligned with organizational objectives.
- Led the development of SCORM-compliant eLearning programs, collaborating with IT, SMEs, and HR staff to deliver 508-compliant training solutions, all within scope and 10% under budget.
- Created targeted marketing campaigns that increased Learning Management System (LMS) engagement by 65%, driving higher participation in training programs and improving overall user adoption.
- Managed project budgets and created custom reports to support decision-making, while optimizing HR processes and reducing administrative overhead by 25%.
- Provided expert-level support and training to HR staff and end-users, ensuring data integrity and resolving technical issues to improve overall system performance.

Instructional Designer

Global Franchise Group | Atlanta, GA

March 2018 – January 2019

- Developed engaging training programs for Great American Cookies, Hot Dog on a Stick, Marble Slab Creamery, Round Table Pizza, and Pretzlemaker franchises, primarily through video production, including script writing, video shoots, editing, and post-production. Enhanced the learning experience for over 14,000 franchise employees across multiple brands.
- Administered the LMS for 1,500 franchisees, resolving technical issues and providing user support that improved course access rates by 25%.

Instructional Designer & LMS Administrator

DPW Training & Associates | Washington, D.C.

February 2013 – August 2017

- Managed instructional design and eLearning development projects for federal clients and non-profit clients, including United States Agency for International Development, Army & Air National Guards, and Delta Sigma Theta Sorority, Inc.
- Designed marketing materials and training brochures that increased awareness and participation in online and instructor-led training courses by 15%.
- Conducted business development activities by identifying contracting opportunities and responding to RFPs for federal clients, contributing to the growth of the agency's project portfolio.
- Launched and managed a pilot online training program, overseeing the implementation of an LMS, eLearning development, and the coordination of training instructions and support teams.
- Directed a virtual support team, providing web-based technical assistance to instructors and 1,500 learners, ensuring seamless program delivery and ongoing support.

EDUCATION

Master of Business Administration, Entrepreneurship & Information Systems

Georgia State University | Atlanta, GA

Expected May 2026

Project Management Professional (PMP) Certification

Project Management Institute

December 2020

Bachelor of Science in Business Administration, Marketing

Rockhurst University | Kansas City, MO

May 2011

AFFILIATED ORGANIZATIONS

Delta Sigma Theta Sorority, Inc.

National Technology Committee, Member

April 2010 – August 2017

- Led the Mobile App Team, managing data entry, marketing campaigns, project rollout, and on-site technical support for the event mobile app, helping the sorority transition to a paperless system and save over \$40,000 in printing costs.
- Led the revision of the Delta Internet Guidelines, establishing governance for the sorority's use of the internet, websites, and social media to ensure compliance and proper digital practices.