

# James P. Foster

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## WORK EXPERIENCE

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### University of California - Davis

May 2024 – Present

*Instructional Designer*

*Davis, CA*

- **Collaborative Development:** Worked with experts and team members to create comprehensive curriculums, courses, and resources for Aggie Enterprise.
- **Training Material Creation:** Produced job aids, eLearning courses, training videos, PowerPoint presentations, instructor guides, and student resources.
- **Instructional Facilitation:** Acted as an Aggie Enterprise instructor, aiding user adoption and proficiency.
- **Curriculum Administration:** Managed and improved Aggie Enterprise curriculums continuously.

### Delta Dental

Oct. 2020 – April 2024

*Senior Instructional Designer*

*Rancho Cordova, CA*

- **Comprehensive Learning Material Creation:** Designs a diverse array of instructional resources including highly interactive eLearning modules, virtual classroom sessions, multimedia videos, and tailored training aids. Applies expertise in developing content across platforms such as classroom instruction materials and dynamic PowerPoint presentations.
- **Tailored Instructional Design:** Evaluates and discerns the best learning solutions tailored for diverse learners, accommodating various styles and proficiency levels.
- **LMS Administration Support:** Collaborates closely with the Learning Management System administrator to streamline and optimize LMS operations.
- **Deep-Dive Content Research:**
  - Acquires a thorough understanding of the technology and applications under documentation.
  - Methodically analyzes user information needs.
  - Identifies and addresses discrepancies and gaps in existing instructional documentation.

### Judicial Council of California

October 2023 – February 2024

*Graphic Designer (Part-Time)*

*West Sacramento, CA*

- **Graphic Design & Multimedia Production:** Spearheaded webinar planning and recording, animated PowerPoint presentations, and executed video imports. Managed processes from rough cuts to final reviews, ensuring optimal color enhancement and sound mixing.
- **Expertise in Design Software:** Edited webinars utilizing advanced proficiency in a range of design and graphic software tools, with a specialization in Adobe Premiere Pro.
- **Project Coordination & Client Relations:** Collaborated with clients and third-party vendors to define design criteria and materials. Efficiently meets critical project deadlines with minimal supervision.
- **Effective Team Collaboration:** Demonstrated the ability to establish and nurture productive working relationships with various stakeholders encountered during the course of work.

### PathfinderTEFL

March 2005 – September 2020

*Learning and Development Director*

*Santiago, Chile*

- Directed an institute to offer teaching English certifications to new trainers interested in learning the mechanics of training and finding work worldwide.

### Coca-Cola Enterprises, Inc.

May 1996 – August 2001

*Technical Writer*

*Atlanta, GA*

- Crafted manuals and tutorials focused on specific tasks, employing proven documentation and design strategies, to enhance employees' comprehension of the tools available to them.

## EDUCATION

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The Pennsylvania State University

State College, PA

*B.S. Environmental Resource Management, Technical Writing*

## CERTIFICATIONS, SKILLS & INTERESTS

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- **Skills:** Front-end web development, Articulate 360 (including Storyline), Adobe Captivate, Adobe Creative Cloud suite, Microsoft Office Suite, LearnDash, Canvas, Moodle, SharePoint, Path, JavaScript.
- **Interests:** Playing jazz piano, music production, hiking, reading, and making pizza.