

Charlotte Van Wagner

Sacramento, CA | cvanwagner@gmail.com | 916-838-4743 | cvw-design.com | [LinkedIn](#)

PROFILE

I am a versatile creative with a unique combination of experience in instructional design, graphic design, and higher education. I enjoy collaborating with others to build learner-centered solutions that are relevant, interactive, and based on sound instructional research. I find this field to be the perfect fit for those with an analytical mind and a passion for learning and problem-solving. Let's work together to create meaningful, memorable learning!

SKILLS & EXPERTISE

Critical Thinking	Graphic Design	LMS	SAM/ADDIE
LX Development	Writing	Working with SMEs	Content Management
Adult Learning Theory	Audience/Needs Analysis	Project Management	Storyboarding

TECHNOLOGY

Articulate Storyline 360	Office 365	Canva	Trello
Articulate Rise 360	Google Suite	Microsoft Teams	Miro
Vyond	Adobe Creative Suite	Camtasia/Snagit	Instructure Canvas

PROFESSIONAL EXPERIENCE

CVW Design – Sacramento, CA

January 2022–Present

Freelance Learning Experience Designer & Developer

Pegasus Educator Training

- Design and develop 21 Microlearning modules over the course of one year for client startup to include: editing scripts; storyboards; creation of graphic assets, Vyond animated videos, Storyline 360 interactions; assembly of all eLearning components using Rise 360; and iterations as directed following Successive Approximation Model (SAM).
- Manage remote development team, overseeing design direction of modules, implementation of collaborative workspace and project workflow to increase team productivity.

Troop 136 – Scouts BSA

- Design and develop a scenario-based eLearning prototype for Scouts attempting to backpack California's Lost Coast Trail. Designed to test Scouts' preparedness for the common challenges they will face, the assessment aids leaders and Scouts in determining whether further focused training is needed.

California State University, Sacramento – Sacramento, CA

May 2013–Present

Center for College & Career Readiness

Instructional Designer & Developer | LMS Coordinator | Curriculum Designer | Web Designer | Office Manager

- Manage all day-to-day office operations including outgoing communication; budget oversight; design and maintenance of Center website and online course offerings; research and assessment of applicable technologies; and the development of digital learning content.
- Designed and edited the Center's two innovative math curricula for high school seniors (each totaling 600+ pages) by integrating the ideas of over a dozen faculty from Sacramento State, local community colleges, county offices of education, and feeder high school districts.
- Collaborated with faculty SMEs to transform the Center's in-person professional learning program for teachers into a blended online learning solution utilizing asynchronous, self-paced eLearning modules and weekly synchronous coaching sessions, enabling rapid stateside expansion of the curricula.
- Design and manage all Canvas courses for the Center's professional learning program, including ongoing updates to course content and architecture as well as the enrollment of participants.
- Created a non-traditional Canvas course to house math curricula, making course components more readily accessible to teachers.

- Migrated math course customer data to Active Campaign for targeted, automated email marketing, event registration, and customer relationship management, increasing our audience of potential adopters and trained teachers.
- Designed the prototype for the eLearning portion of a blended professional development series for math teachers on *Number Talks*. These modules offer scenario-based simulations to practice new concepts before further in-person practice with peers, fostering a seamless transfer of learning to the classroom. (Master's Thesis Project)

California State University, Sacramento – Sacramento, CA

December 2006 – April 2013

Early Assessment Program and Guardian Scholars Program

Administrative Coordinator | Web Designer | Database Designer

- Oversaw the daily operational needs of both programs including general administrative support and routine communications to strengthen relationships with campus faculty, staff, students, donors, and community partners.
- Conducted research and data analysis to better understand the needs of current and former foster youth in establishing the Guardian Scholars Program.
- Managed multiple budgets providing budget drills, projections, and reports to keep special initiatives and events within specified grant guidelines.
- Designed program websites with multiple audiences in mind to better serve students and the campus community.
- Constructed databases for Guardian Scholars students and mentors to capture information from regular meetings and evaluations regarding students' progress and basic needs.
- Planned and implemented all events from start to finish including the creation of all supporting materials such as programs, presentations, and facilitator guides.

California State University, Sacramento – Sacramento, CA

October 2004 – November 2006

Educational Opportunity Program

Administrative Assistant

- Assisted with general administrative functions, including the design and implementation of program events and materials, the monitoring of several budgets, and serving as primary point of contact with visiting students, faculty, and staff.

AARP: The Magazine – Washington, D.C.

February 1997 – April 2003

Associate Art Director

- Designed feature layouts, commissioned original illustration and photography, and oversaw color correction of pages during the printing process.
- Collaborated with art, photography, editorial, copy, advertising, and production departments in the planning, iterating, and printing of each issue.
- Revitalized magazine's library of illustrators, doubling the art department's library of talent and establishing working relationships with many award-winning artists worldwide.
- Often assumed role of Managing Art Director in that person's absence. Originally hired as Assistant Art Director.

Portfolio Creative – Washington, D.C.

December 1996 – January 1997

Contract Graphic Designer

- Projects ranged from original design to high-end production. Clients included: Newseum, Freedom Forum, Supon Design Group, Tele-TV, GMMB, Inc., Arthur Anderson, and the National Committee for Quality Assurance (NCQA).

EDUCATION

Master of Science in Instructional Design and Technology

California State University, Fullerton, Fullerton, CA

Bachelor of Arts in Communications and Media Studies

University of Michigan, Ann Arbor, Michigan

Bachelor of Fine Arts in Graphic Design

University of Michigan, Ann Arbor, Michigan