

COLLEEN LATIMER

Portland, OR | 503-939-9882 | colleenlatimer@gmail.com
www.colleenlatimer.com

AREAS OF EXPERTISE

- Adult Learning Theory application
- Program development and management
- Curriculum and communication design
- Multimodality Training
- Universal Design for Learning
- UX/UI Design
- Trauma-Informed Education Practices
- Collaboration with SMEs
- Diversity, Equity, and Inclusion practices
- Agile project management

EDUCATION

Master of Arts in Adult Education 2001
San Francisco State University, San Francisco, CA

Bachelor of Arts in Anthropology 1994
University of Pittsburgh, Pittsburgh, PA

CERTIFICATIONS

Articulate Storyline and Rise Certificate, Oregon State University 2024
Certified Peer Reviewer for Online Higher Education Courses, Quality Matters 2023
Certified Peer Reviewer for Professional and Continuing Education Courses, Quality Matters 2023
E-Learning Instructional Design Certificate, Oregon State University 2021
California Basic Educational Skills Test 2000

TEACHING AND INSTRUCTIONAL DESIGN EXPERIENCE

Portland Community College

Instructional Design Specialist

August 2025 – PRESENT

Collaborate with instructors to develop digital learning solutions within D2L Brightspace. Interpret college and program directives to guide course framework. Successfully manage project timelines and communication tools to complete development and redesign plans. Develop courses with enhanced UDL and accessibility using a wide array of web-based tools.

Instructor

December 2021 – PRESENT

Design and deliver engaging multimodal differentiated instruction in Adult Education. Develop interactive D2L courses for maximum student engagement. Teach all subjects of the GED® for identified students in need of support. Utilize strategies for teaching individuals with learning differences. Assess and track student progress and proactively retain learners using formal and informal outreach measures. Develop print and online interactive tools to meet learning objectives. Collaborate with the Adult Education Team, Navigators, Accessible Ed, and Disability Resource Team to support students.

Portland Literacy Council

Board Member

November 2025 – PRESENT

Collaborate with fellow board members to provide strategic oversight, support program development, and ensure alignment with the council's mission to promote accessible literacy education. Contribute to the educational mission by creating a call for proposals, selecting and supporting presenters at the annual conference. Participate in monthly board meetings and serve on the Program and Outreach Committees,

helping guide workshops, volunteer training, and partnerships with local adult education providers. Assist in evaluating literacy programs and providing feedback to improve service delivery and impact assessment.

Trainer

June 2018 – PRESENT

Partner with PLC to develop and deliver in-person and online workshops attended by regional literacy support agencies, and determined by the needs of PLC. Topics include adult learning theory and strategies, literacy and numeracy, engaging adult learners in multimodal environments, and the challenges and barriers to adult learning.

Freelance | Instructional Designer

December 2021 – July 2025

Design web-based learning materials for non-profit and corporate clients. Publish microlearning modules, courses, webinars, and print-based material. Collaborate with stakeholders to meet the specific needs of the audience.

University of Western States | Instructional Designer

January 2022 – July 2023

Interpreted program learning outcomes to implement new courses within the Sports Medicine master's degree program. Collaborated with instructors (Subject Matter Experts) to develop learning materials, assessments, and activities that meet accreditation and program standards and engage learners. Mentored faculty regarding course design, learning objectives, and transparent activities and assignments. Created university-wide instructional guides such as "Developing Inclusive Courses" and "Healthy Course Checklist." Collaborated with ID team and Instructors to implement course iteration and redevelopment each term in Canvas (80 courses per term). Addressed educational technology issues and developed solutions within the LMS and specific software components to support faculty and staff. [Position eliminated as a result of the University's transition to a consortium.]

Multnomah County Library | Adult Educator

May 2018 – June 2021

Developed the MCL Adult Literacy GED® Program. Provided outreach and retention services for learners working toward GED® completion (17 graduates). Administered the 2018-19 Oregon Higher Education Coordinating Commission GED® Wrap-Around Grant. Conducted individual orientations for each of the 250+ learners, created learning plans, and facilitated goal setting for each learner. Delivered in-person and remote training sessions on the format of the GED® and instructional strategies. Developed Math, Science, Social Studies, and Reasoning through Language Arts curriculum. Collaborated with community partners to find the best program fit for all learners. Guided learners and tutors to identify strategies to address learning differences.

Multnomah County DOCJ | Basic Skills Educator

June 2016 – August 2017

Facilitated a multi-level classroom providing customized, scaffolded instruction for students within the Department of Community Justice. Administered educational assessments and developed learning goals. Developed curricula: designed materials for in-class and stand-alone instruction. [Program was terminated by Multnomah County, August 2017.]

Federal Reserve Bank of San Francisco | Training Analyst

June 1997 – December 2000

Provided career and academic guidance to bank employees and administered the Tuition Assistance Program, including the development of a database to account for tuition benefits for bank employees. Designed instructional manuals and materials, delivered training sessions on bank processes and departmental functions, and coordinated a monthly training program.

SELECTED COURSES DEVELOPED

Intermediate & Advanced Integrated Reading & Writing, Adult Education, *Portland Community College*
 Foundations of Math, Adult Education, *Portland Community College*
 Working with Adult Learners, *Portland Literacy Council*
 Adult Reading Skills, *Portland Literacy Council*
 Upper Extremity, Sports Medicine, *University of Western States*
 Lower Extremity, Sports Medicine, *University of Western States*
 Rehabilitation and Performance Enhancement, Sports Medicine, *University of Western States*
 Soft Tissue Treatment, Application & Methods, Sports Medicine, *University of Western States*
 Evidence-Based Concussion Management and Care, Sports Medicine, *University of Western States*
 Public Health and Policy in Clinical Nutrition, Clinical Nutrition, *University of Western States*
 Distance Clinical Internship, Clinical Nutrition, *University of Western States*
 GED® Math Skills, *Portland Literacy Council*
 GED® Tutor Training, *Multnomah County Library*
Data Analysis, Now Education
Scientific Method, Now Education
 How to Start a Non-Profit, *Fixing Fathers*

CONFERENCE PRESENTATIONS

Interpreting Data, *PLC Annual Tutor Conference 2023*
 Finding Balance: Assessment Skills for the Tutor, *PLC Annual Tutor Conference 2021*
 Online Resources for the GED®, *PLC Annual Tutor Conference 2019*
 Data: Key to Passing the GED®, *PLC Annual Tutor Conference 2019*
 GED at the Library, *Oregon GED® Summit 2019*

TECHNICAL SKILLS

LMS: Canvas, D2L, Moodle	Screencast, Audio and video editing
Articulate 360: Storyline and Rise	HTML 5, CSS3, PHP, SQL, SQL Server
Adobe Suite: Captivate, Illustrator, Photoshop, Acrobat	Zoom, Microsoft Teams, Google Meet
Microsoft Suite: SharePoint, Word, PowerPoint, Excel	AI for Education

SELECTED PROFESSIONAL DEVELOPMENT COURSES COMPLETED

Neuro, Cognitive and Learning Science, *Online Learning Consortium*
 Reframing Disability: Language, Media and Universal Design, *Online Learning Consortium*
 Addressing Accessibility and Usability, *Quality Matters*
 Increasing Interaction and Engagement, *Online Learning Consortium*
 Facilitating Live Online Sessions, *Online Learning Consortium*
 Equitable Online Assignments & Authentic Assessment, *Kevin Kelly Workshops*
 Motivational Interviewing, *Psychwire, Stephen Rollnick*
 Multicultural Instruction, *Portland State University*
 Trauma-informed Pedagogy, *Online Learning Consortium*