

Hasti Khoshnammanesh
Trabuco Canyon, CA, 92679 • (725) 910-9310
khosh.hasti@gmail.com • <https://www.linkedin.com/in/hasti-khoshnam>

Dedicated and results-driven professional with a proven track record in education and technology

WORK EXPERIENCE

Digital Technology Specialist (Full-time) **Oct 2022 - Current**
Wilmette Institute, Remote

- Develop and oversee the Institute's Technology Plan, IT needs, and Moodle learning management system.
- Manage and maintain the public website and Google Workspace.
- Coordinate instructors of extension courses in developing learning materials and adhering to course management protocols.
- Design and create marketing campaigns, illustrations, and engaging training materials.
- Upload new content for updated and new courses.
- Offer technical support and coach faculty and students in using Moodle LMS.
- Review course materials for accessibility, readability, consistency, and balance.
- Manage digital marketing and social media platforms (Facebook, Instagram, LinkedIn).
- Conduct webinar broadcasting, video editing, and publishing.
- Collect and distribute Course Statistical Reports and Analysis.
- Edit and proofread newsletters.

Teacher, Facilitator & Coordinator **Nov 2011 - Jun 2021**
School of the Nations, Brasilia - Brazil

- Educated and guided elementary and middle school students, with a focus on instilling Character Education principles.
- Led as the Community Service Coordinator and Facilitator in the Moral Education and Global Citizenship Department.
- Utilized expertise in instructional design principles and learning strategies, encompassing needs analysis, backward design, learning outcomes, assessment design, and diverse instructional approaches such as lectures, discussions, activities, projects, and more.

Community Development Project Assistant **Apr 2011 - Aug 2011**
MarionLIFE Community Services, Adelaide, Australia

- Supported Community Development Programs and provided case management assistance.
- Performed data entry tasks and delivered exceptional customer service.

Early Childhood Teacher **Feb 2011 - Sep 2011**
Kate Cocks Community Children's Centre, Adelaide, Australia

- Instructed and facilitated diverse student experiences in language, art, music, play, motor development, self-help skills, social interaction, and various preschool subjects.

Case Manager **Aug 2010 - Dec 2010**
Yes Personnel, Melbourne, Australia

- Assisted clients in their job search and provided employment services.
- Engaged in data entry tasks and delivered exceptional customer service.

English Teacher **Nov 2007 - Feb 2009**
Wizard Language School, LEM, Brazil

- Instructed English as a second language (ESL) to a diverse range of students, including children, teenagers, and adults.

EDUCATION

Master of Science (M.S.) - Multidisciplinary Studies <i>SUNY Buffalo State, Buffalo, NY</i>	Aug 2018 - May 2021
Bachelor of Arts (B.A.) - Education (Pedagogy) <i>FACIBRA, Brasilia</i>	Jan 2012 - Nov 2015
Diploma - Community Services Work <i>Holmesglen, Melbourne, VIC</i>	Jan 2010 - Sep 2011
Bachelor of Arts (B.A.) - Linguistics and Literature <i>BIHE, Tehran</i>	Sep 1998 - Jun 2001

SKILLS

- Microsoft Office Suite & Google Workspace
- Moodle LMS
- E-Learning tools (Articulate Rise, H5P)
- WordPress & digital accessibility
- Digital marketing, content creation & social media management (Canva, Capcut)
- Data entry & Excel/Sheets proficiency
- Written & verbal communication
- Video & audio editing (Audacity, Photos Legacy, Screencastify, Wave Video)
- YouTube content & podcast
- Zoom webinars & live broadcast management
- Web conferencing tools (ZOOM, Google Meet, Microsoft Teams)
- Organizational & time management skills
- Customer support & case management
- Problem-solving, technical & analytical skills
- Fluency in English, Portuguese, and Persian/Farsi for cross-cultural communication

LICENSES & CERTIFICATIONS

- Create eLearning Courses with Articulate Storyline 360, Udemy, 2023
- How to Use Moodle 3.9 for Teachers and Course Creators, Udemy, 2023
- Moodle and H5P, Udemy, 2023
- Moodle Plugins, Udemy, 2023
- An Introduction to Accessibility and Inclusive Design, University of Illinois at Urbana-Champaign (Coursera), 2023
- Digital Marketing, Udemy, 2023
- Introduction to Moodle; Course Creation Basics; Extend Your Moodle Site; Manage Your Users; Moodle Academy Moodle Admin Basics; Moodle Administration Settings; Start Teaching with Moodle; Moodle, 2022
- Registered Behavior Technician (RBT) 40-hour Training, Autism Partnership Foundation, 2021
- Human Research, CITI Program, 2020
- Support Services Conference, Association of American Schools in Brazil, 2019