

Jenny Alton

STRATEGIC SOLUTIONIST IN INSTRUCTIONAL DESIGN, eLEARNING, ADULT PROFESSIONAL EDUCATION, & ORGANIZATIONAL DEVELOPMENT



Experience

- **NEW YORK SMALL BUSINESS DEVELOPMENT CENTER**
 - *NYSBDC Assistant Director, Head of Learning & Organizational Development, 2025-present*
 - *Coordinator, Learning & Organizational Development, 2022-2025*
 - **Professional Development:** Runs the NYSBDC Professional Development Program, including the arrangement of ongoing PD webinars and in-person statewide training educational sessions, collecting and analyzing annual PD plans and evaluations, and updating NYSBDC internal certifications
 - **Instructional Design:** Produces custom internal learning solutions, like new hire orientation, role-specific onboarding, an annual mandatory training, and other educational materials as needed
 - **Organizational Development:** Leads education-related organizational development initiatives for strategic planning and national program accreditation and builds program-wide technological solutions like the NYSBDC intranet
 - **Adult Public Education:** Holds and markets public statewide business education webinars; administrates and updates the EntreSkills entrepreneurial education product and Business Education section of the NYSBDC.org website
- **OWL10 DESIGN/FLANNEL CREATIVE**
 - *Owner/Designer, 2016-2022*
 - Performed creative/technical/instructional design services & consulting for female entrepreneurs wanting to construct new learning products, educate audiences, increase online presence, & implement technological solutions
- **LINCOLN ACADEMY CHARTER SCHOOL**
 - *1st Grade Teaching Assistant, 2007*
 - Taught remedial math group & accelerated reading group, substitute taught all subjects, graded assignments, supervised students
- **PROFESSIONAL SOFTWARE SOLUTIONS, INC**
 - *Editor, 1998-2002*
 - Edited, proofread, & assisted in the creation of original educational content about CAD software (AutoCAD, MicroStation) in both online & print formats, as well as customized training solutions



Key Skills

- ADDIE & iterative instructional design
- Custom elearning product creation
- Strategic educational Initiative implementation
- Professional development program design and administration
- Public educational program design and administration for adults
- Technology use for organizational development



Education

- **TEACHING ONLINE CERTIFICATE**
 - Quality Matters, 2022
- **M.ED. INSTRUCTIONAL DESIGN**
 - Western Governors University, 2020-2021
- **B.A. LINGUISTICS, ENGLISH MINOR, MAGNA CUM LAUDE**
 - Brigham Young University, 1998-2002



Professional Interests

- Rapid ID, AI vibe coding, accessibility, microlearning