

Michaela Mabe

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Experienced Instructional Designer with a proven track record in both classroom and office environments. Deep understanding of effective learning strategies and their practical application. Strong foundation in instructional design principles. Successfully created engaging and impactful learning materials during graduate program, resulting in improved training outcomes. Expertise in curriculum development and proficiency in e-learning authoring tools, ensuring delivery of high-quality educational content.

Websites, Portfolios, Profiles

- www.linkedin.com/in/michaela-mabe-a2113423b
- <https://mabemickey.wixsite.com/mysite-1>

Skills

- Strong collaboration skills
- Group and individual instruction
- Student records management
- Self-motivated professional
- Troubleshooting
- Adaptability
- Technology (Google, Microsoft, Articulate, Canva)
- Relationship building
- Critical thinking

Education

2023-12	Master of Science: Instructional Design and Technology <i>Purdue University - West Lafayette, IN</i>
2019-05	Bachelor of Science: Special Education <i>Cleveland State University - Cleveland, OH</i>

Work History

2019-08 - Current

Intervention Specialist

Cleveland Metropolitan School District, Cleveland, USA

- Incorporated exciting and engaging activities to reinforce student participation and hands-on learning
- Reviewed curriculum and devised alternate approaches to presenting lessons to increase student understanding
- Incorporated multiple types of teaching strategies into classroom including inquiry-based learning
- Built strong relationships with parents and guardians, fostering open communication regarding student progress and needs including their IEPs.
- Supported teachers and staff members by mentoring on technology used in the remote and in-person
- Enhanced student knowledge of technology by integrating various web-based applications for research and assignments
- Implement individualized behavior management strategies to foster a positive and inclusive learning environment
- Implement data-driven interventions to track student progress and make informed decisions for students
- Collaborate with community resources to provide additional support and opportunities for students

2017-08 - 2019-01

Dean's Office Assistant: College of Engineering

Cleveland State University, Cleveland, USA

- Produced high-quality documents, spreadsheets, and presentations for internal and customer-facing needs
- Executed record filing system to improve document organization and management
- Enhanced office efficiency by managing schedules, organizing files, and maintaining a clean workspace.
- Facilitated smooth operations by efficiently handling incoming mail, phone calls, and visitor inquiries.

2016-09 - 2017-05

Co-op Office Assistant

Cleveland State University, Cleveland, USA

- Produced high-quality documents, spreadsheets, and presentations for internal and customer-facing needs
- Delivered clerical support by handling a range of routine and special requirements
- Oversaw automated tracking and documentation of data, client correspondence, and office operations