

Jessica Adams

Learning Development and Instructional Design Specialist

Contact Details

Richmond, Virginia
Katybug499@gmail.com

Education

University of Georgia,
College of Education

Specialist of Education,
Learning Design and
Technology 2012-2015

Master of Education
Instructional Technology
2008-2011

Key Skills

Instructional Design
Project Management
Adult Learning Theory
LMS Administration
Virtual Training
In-Person Training
Budgeting
Marketing Strategies
Program Management
Instructional Technology

Objective

To create efficient, technologically adaptive, and engaging continuing education materials for adult professional learners which caters to the individual needs and learning style of the individual while providing for the demands of home, school or employment.

Relevant Experience

July 2011-August 2015 • 4yrs 2mos
School Library Media Specialist • Jasper, GA • Pickens High School

August 2015-August 2017 • 2yrs 1mo
Instructional Designer • Richmond, VA • Virginia Institute of Procurement

September 2017-June 2022 • 4yrs 8mos
Director of Learning • Richmond, VA • Virginia Institute of Procurement

Position primarily responsible for direction of the Virginia Institute of Procurement statewide learning and development program specific to Virginia's state public procurement activity spanning across state agencies. Position required performance management of a team of instructional designers, administration of recertification programs, service as educational director of a large annual conference, and administration of the Division's Learning Management System.

May 2024-September 2024 • 4 month limited contract
Consultant: Learning Design and Marketing

Position responsible for creating a marketing plan for the Department of General Services Division of Purchases and Supply and consulting on the educational development and future plans for the Virginia Institute of Procurement education and certification program.

Leadership

Under my tenure as the Director of the Virginia Institute of Procurement, the Institute thrived as a leader in Procurement training throughout the Commonwealth of Virginia. I led the very first virtual conference offered to professionals within the field, which saw attendance double that of the previous in-person event. Under my direction, the Commonwealth developed and released a comprehensive and 100% virtual certification program for Contract Administrators aimed at reducing related waste for Commonwealth agencies, universities, and local entities. I, with assistance from subject matter experts, state policy writers, and Division management, rewrote the Commonwealth training curriculum responsible for certifying state buyers spending over \$100,000 per transaction.