

AMY SEIBERT

Learning Systems | Instructional Design | Program & Onboarding Operations

Fleming Island, FL | amy.seibert@outlook.com

PROFESSIONAL PROFILE

Learning Experience & Systems Designer with 5+ years of experience designing, scaling, and operationalizing learning across K-12, corporate, and adult environments. Builds learning that is operational, not ornamental, and aligned to business needs, measurable outcomes, and real-world application.

Designs and delivers learning solutions across modalities (eLearning, ILT, VILT), while also managing the systems, data, and processes that ensure accuracy, consistency, and scalability. Experienced in LMS administration, course architecture, reporting, and API-based automation across a catalog of 3,000+ courses with more than 15,000 individual assignment updates automated through Python and the Canvas API.

Partners cross-functionally with stakeholders to conduct needs analysis, define performance objectives, and coordinate learning initiatives—from onboarding programs to ongoing enablement—ensuring alignment with operational goals, timelines, and communication strategies.

CORE COMPETENCIES

- Learning Experience & Systems Design | • LMS Administration & Audit Readiness
- Instructional Design (ADDIE, Bloom's, Kirkpatrick) | • Content Governance & Version Control
- Onboarding Program Management | • Reporting & Data Analysis
- Stakeholder & Cross-Functional Coordination | • H5P, HTML/CSS & Interactive Content
- New Hire Onboarding & Call Center Enablement | • Program & Change Management

AI Tools: Claude, ChatGPT, Google AI Suite, NotebookLM, Google Flow, HeyGen, ElevenLabs, Descript, Canva AI, DALL-E

Platforms: Canvas LMS, LearnWorlds, H5P, Schoology, Tableau, Kanban Zone, Genius SIS, PD Pro, Google Workspace, MS Office Suite

PROFESSIONAL EXPERIENCE

Learning Experience & Systems Designer | Dean of Students | 2023 - Present

Citizens High School — Fleming Island, FL

Global online high school serving a worldwide student population through domestic and international enrollment, including U.S.-based Job Corps center partnerships.

- Serve as primary LMS administrator for a catalog of 3,000+ courses — maintaining course setup, learner enrollment, completion records, and data accuracy. Generate and analyze LMS reports and data extracts to support operational decision-making and audit readiness. Developed Python and Canvas API automation to update more than 15,000 individual assignment entries from Edpuzzle to H5P, avoiding months of manual work.
- Design and maintain K-12 curriculum across core subjects, producing execution-ready learning assets that are accurate, standards-aligned, and consistently delivered at scale across a global student population of 3,000+ active enrollments.
- Coordinate cross-functional stakeholders including faculty, IT, and administrative leadership to align course updates, system changes, and onboarding initiatives — sequencing learning plans and managing execution from design through deployment across a globally distributed environment.
- Develop multi-modal learning experiences including H5P interactive content, AI-generated video, branching scenarios, and gamified activities — leveraging a full AI production pipeline across Google Flow, HeyGen, ElevenLabs, and Descript.
- Serve as Dean of Students — providing academic guidance, managing Student Services compliance including 504 plans, supporting faculty with data-driven instruction, and acting as primary liaison between students, parents, and administrative leadership.
- Collaborate with IT on student accessibility, system activations, and tech escalations, and distribute a quarterly newsletter as the primary communications vehicle for a globally distributed student community.

Freelance Learning Experience & Systems Designer | 2023 - Present

Independent Contract Work

Corporate training and professional development design for adult learners in home services and related industries.

- Redesign established corporate content into end-user learning experiences — applying UI/UX design principles to create environments that are visually engaging, intuitively navigable, and built around measurable performance outcomes.
- Design and develop corporate eLearning in LearnWorlds for new hire onboarding, call center enablement, systems and process training, and role-based capability development — building complete learning pathways that support onboarding cohorts of 250 employees every two weeks.
- Build AI-powered simulations and branching scenarios that place adult learners in realistic workplace situations, requiring decision-making and real-world application rather than passive recall.
- Ensure alignment to client operational standards, documentation requirements, and approval workflows — maintaining version control and content accuracy from initial design through ongoing revision cycles.
- Recognized by corporate leadership for the quality and operational relevance of learning design work, resulting in expanded scope and ongoing contract engagement.

Program Coordinator & Operations Specialist | 2020 - 2022

Cherry Creek School District — Greenwood Village, CO

Coordinated district-wide programs within the Department of Culture and Community Engagement, serving 55,000 students.

- Coordinated district-wide programs and managed program budgets totaling approximately \$3 million, with responsibilities spanning fiscal management, grant administration support, vendor coordination, reporting, and cross-functional implementation.
- Developed and executed a district-wide engagement plan across 66 schools — sequencing program rotations, managing rollout timelines, and driving consistent execution across a geographically distributed organization.
- Developed cross-functional stakeholder communications and supported change communications, civil rights compliance, and CORA requests; produced a district-wide PD video campaign distributed to faculty across the district.

Operations & Communications Specialist | 2019 - 2020

Cherry Creek School District — Greenwood Village, CO

- Managed a department budget of \$1.2 million including staffing, federal grants, account reconciliation, vendor management, and procurement across multiple funding sources.
- Maintained district reporting and communication platforms, developed and distributed communications content across departments, and trained new staff members on systems and tools.

Admissions & Student Records Manager | 2017 - 2019

Cherry Creek School District — Greenwood Village, CO

- Managed student enrollment, records, and regulatory compliance; coordinated administrative operations, developed biweekly newsletters, and trained staff on new platforms and tools.
- Managed district budget and coordinated staffing decisions based on federal funding and student population data; prepared tabletop training exercises for district safety committees.

ADDITIONAL EXPERIENCE

District Homeless Liaison, Family and Community Connections | Summer Youth Leadership Academy Instructor | Licensed Substitute Educator (K-12, General & Special Education) — Cherry Creek School District, 2017-2025

EDUCATION & CREDENTIALS

Bachelor of Science, Communication | May 2019

Colorado State University Global

Associate of Arts, Psychology | May 2015

Arapahoe Community College

Colorado Real Estate License | May 2023