

ANGELIA SMITH ROBINSON

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PROFESSIONAL SUMMARY

Learning & Development leader with 10+ years designing and implementing skilling programs for diverse learner populations. Proven record of aligning training strategy with measurable outcomes. Confidently deploys Microsoft 365 Copilot and AI-assisted content workflows. Skillfully engaging C-suite and cross-functional stakeholders to accelerate digital transformation. Passionate about building diverse learning.

CORE COMPETENCIES

Scaled Skilling Program Design | Training Needs Analysis | AI Skilling & Microsoft 365 Copilot | Learning & Development Strategy | Program & Project Management | Stakeholder Engagement (C-Suite to Frontline) | Microsoft 365 (Teams, OneDrive, SharePoint) | Azure & Microsoft Cloud Platforms | LMS Administration (Canvas, Blackboard, Moodle) | Learning Analytics & Data-Driven Improvement | Accessible Learning Design (UDL / WCAG 2.1) | Executive Communication

PROFESSIONAL EXPERIENCE

Charles R. Drew University of Medicine and Science — Los Angeles, CA *Aug 2022 – Present*
Lead Curriculum Coordinator / Instructional Designer

- Designed and executed scaled skilling plans for pre-clerkship curriculum 1,200+ learners annually, driving measurable improvements in digital tool adoption and instructional consistency.
- Conducted comprehensive training needs analyses with faculty, students, program directors, and IT partners.
- Implemented AI-assisted content workflows using Microsoft 365 Copilot and generative AI tools, reducing faculty content creation time by 35%.
- Applied UDL and WCAG 2.1 standards to achieve 98% accessible content compliance.
- Built reusable job aids, e-learning modules, and LMS templates, and improved consistency across 10+ programs.
- Administered LMS platforms (Canvas, Blackboard, Moodle) and delivered user training; reduced support tickets 45% through improved onboarding documentation and self-service resources.
- Served as primary stakeholder liaison for faculty skilling and enablement initiatives.

Urban Homeschoolers Community Learning Center — Los Angeles, CA *September 2015 – May 2022*
Learning & Development Specialist / Instructional Designer

- Designed curriculum, assessments, and digital learning materials for 100+ K–12 and neurodivergent learner populations, applying inclusive and accessible design principles throughout.
- Facilitated instructor training programs focused on instructional best practices, WCAG accessibility standards, and adoption of digital learning tools.
- Implemented learning analytics dashboards to track learner progress and program effectiveness, improving year-over-year retention 25%.
- Introduced AI-powered lesson planning and content drafting tools, reducing instructor prep time 25% and enabling scalable content delivery.
- Developed asynchronous and hybrid learning materials to support flexible, self-paced delivery across geographically distributed learner groups by 40%.

EDUCATION

Master of Science, Instructional Design & Technology
California State University, Fullerton

June 2023