

# MATTHEW TURNER ED.M

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[Professional Portfolio](#) | [LinkedIn Profile](#)

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## SUMMARY

Experienced international trainer and instructional designer with 15 years of expertise in crafting impactful learning solutions. Specializing in developing culturally relevant, accessible, and effective training programs that drive organizational success. Skilled in needs assessments, curriculum development, online learning design, and delivering tailored educational solutions. Committed to delivering lasting, positive results for clients.

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## KEY SKILLS

- Curriculum design and implementation
  - Strategic planning and analysis
  - Project development and management
  - LMS development and operation
  - International trainer facilitator
  - Articulate Storyline 360
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## EXPERIENCE

### Ethiopian Community Development Council (ECDC)

Feb. 2022 – Present

*Affiliate Network Training Coordinator*

**Arlington, VA**

- Collaborate with refugee resettlement SMEs to develop and deliver training sessions on policies and procedures for federal resettlement programs.
- Oversaw ECDC's annual conference training day which achieved 93% satisfaction in feedback survey.
- Manage ECDC's online LMS platform and the development of new program courses which has led to a 46% increase in course completion.
- Instituted organizational training standards and SOP utilizing Learner Centered Approach and Performance Based Training.
- Set monthly, quarterly, and annual training plans for the ECDC's affiliate network.
- Provide technical support for online training using Zoom and Teams.
- Gather and evaluate data from program officers, monitoring reports, and affiliate staff to identify training needs and to set organizational training objectives.
- Update all training materials including developing curriculums as needed.

### Creative Action Institute (CAI)

Aug. 2022 – Nov. 2022

*Instructional Design Contractor*

**Remote**

- Contracted to redesign CAI's East African Girls Leadership Summit (EAGLS), a five day program to showcase participants community projects using art and integrate climate justice activities.
- Created activities which incorporate art to address critical issues for girls in East Africa, such as barriers to education, sexual health and exploitation, leadership skills, and community organizing.
- Trained mentors/facilitators to administer the EAGLS program upon completion of program curriculum.

### Lindamood Bell Learning Center

Jan. 2019 – Aug. 2022

*Operations Manager/Clinician*

**San Diego, CA**

- Oversaw operations including instructor scheduling, invoices, purchase accounting, client services, etc.
  - Counseled students with various learning differences and diagnoses to develop literacy skills such as symbol imagery, word recognition, phonemic awareness, and contextual imagery; up to 30 sessions per week.
  - Administered student learning evaluations (PPVT, WRAT5, GORT4, etc.) and student onboarding.
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## EXPERIENCE

### Foundry College

*Instructional Design Contractor*

**April 2020 – Aug. 2020**

**Remote**

- Contracted to create online courses for Foundry College's new programs
- Designed 15 online lesson plans for Project Management course in collaboration with SME for synchronous learning.
- Created assessment criteria for midterm term reviews, quizzes, and breakout activities to evaluate learners' competencies.

### Center for Asia Leadership

*Director of Teaching Fellows and Online Learning*

**Oct. 2018 – Sep. 2019**

**Kuala Lumpur, Malaysia**

#### Online Programs Development

- Project head of Center for Asia Leadership Online: an LMS platform for leadership courses and resources based on Harvard leadership methodologies..
- Produced 30+ videos/courses from pre-planning to online distribution.
- Managed project budget and developed strategic project plans.
- Oversaw a team of 10 editors to ensure video quality and on time delivery.
- Debuted platform on time and 10% under allocated budget.

#### Program Management

- Recruited a team of 5 teaching fellows to deliver in person leadership programs for children, young adults and working professionals across Southeast Asia.
- Oversaw the development of workshops, seminars and other content in collaboration with teaching fellows.
- Improved program evaluations between 15-25% for facilitators across all program metrics.
- Oversaw logistics for teaching fellows: visas, flight arrangements, accommodations.

### US Peace Corps Response

*University Instructor & Teacher Trainer*

**Sept. 2012 – April 2014; May 2015 – June 2016**

**Ternopil, Ukraine**

- As primary role, taught business English to university students and provided teacher trainings to professors of Ternopil National Economic University and primary/secondary teachers of English.
- Collaborated as part of an international team to conduct leadership courses for secondary school students so they could design community projects throughout Ukraine.
- Guest lecturer at teachers' conferences hosted by US Embassy's Window on America Center.
- Created TEFL methodology seminars as part of a teacher re-certification course to meet regional accreditation requirements.
- Delivered training course to teachers of the Kozova region in project design and management in accordance with Peace Corps framework.
- Compiled data on projects and program impacts as part of Peace Corps reporting process.

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## EDUCATION

### Master of Education

*International Education Policy*

**Harvard Graduate School of Education**

**May 2017**

### CELTA

*Certificate in Teaching English to Speakers of Other Languages*

**Cambridge University Press**

**May 2011**

### Bachelor of Arts. Cum Laude

*Theater Education*

**Emerson College**

**May 2005**