

Jenna Nelli

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PROFESSIONAL SUMMARY

Experienced education and learning specialist with 12 years of proven experience working across teams to design and develop highly engaging and effective eLearning and instructor-led (ILT) curriculum. Heralded as an excellent project lead and team member. Able to meet deadlines and guide projects to successful completion. Strong problem solving, organizational, and communication skills. Described by peers as creative and committed to solid instructional design and writing principles. Leadership and management skills include the ability to set and balance priorities while forecasting and preparing for the future-state services within scope and established time frames.

CORE COMPETENCIES

Knowledge of instructional design models including ADDIE, Curriculum Design, Test Prep, Assessment and Evaluation, Learner Engagement and Motivation, Needs Analysis, Scenario-Based Learning, Creative Approaches to Learning Challenges, Project Management, Relationship Management, Virtual Learners / Teams Supervision, Critical Thinking, Instructional Technology, Spanish (Fluent), Italian (Conversational), Cultural Engagement, Employee Training, AI

EXPERIENCE

SSAT Curriculum Director/Onboarding Specialist/Tutor

EK Prep

September 2020-present

- Lead Curriculum Designer for all SSAT Prep materials, with emphasis on an age-appropriate Scope and Sequence not found in most test prep manuals
- Trains and onboards all new tutor hires to ensure that they understand the required skills for SSAT Prep and how to schedule and deliver content in a fun and tailored way
- Provides individualized tutoring to SSAT students using a variety of mediums including videos, games, manipulatives, and printables that encourage learning through repetition, recall, and engagement

Certified Educator / Instructor

Atlanta Public Schools, Atlanta, GA

July 2016 – Present

- Consistently analyzes data to drive instruction, planning, and goal-setting to yield the best outcomes for students and stakeholders
- Family Engagement Committee Teacher Liaison
- Tracks, documents, and organizes information to meet long-term objectives for at-risk students and families including proactively reaching out and building relationships with non-English speaking families to maximize student success

- Works with university partners to mentor, supervise, and train student teachers through collaborative goal-setting, progress monitoring, and constructive feedback
- Meets quarterly across teams to discuss goals and outcomes for individual students and to customize learning plans to address performance gaps
- Annually constructs daily student schedule to comply with state minute requirements for each content area Standard of Excellence
- Spearheaded school-wide adoption, implementation, and employee training of various educational platforms including IXL, Nearpod, WriteScore, and Mystery Science
- Led team of 6 and served as liaison between department and administration to clearly communicate goals and objectives
- Piloted and designed Math Challenger enrichment program
- Created staff-wide schedule to organize breaks in response to Covid understaffing and mandatory health and safety compliance

Instructor & Technology Committee Department Head

Archdiocese of Atlanta, Atlanta, GA

June 2014 – June 2016

- Collaborated on building-wide project to replace classroom technology including researching, visiting/interviewing vendors, pricing, and analyzing stakeholder input
- Developed department schedule in compliance with Archdiocesan and State minute requirements
- Contributed to the organization's commitment to providing STEAM education by collaborating with colleagues to provide cross-curricular lessons that lead to a problem-solving mindset
- Employed a structured management system

Teaching English to Speakers of Other Languages (TESOL) Instructor

ECX Training, Leeds, United Kingdom

May 2014 – July 2014

- Developed course materials and a scope and sequence to meet the needs of a unique population of adult refugee learners
- Ran needs analysis to guide the design of lessons that taught the immediate and necessary English required for life in the UK
- Integrated cultural lessons that provided exposure to societal norms to help students acclimate to life in a new country

Teaching English to Speakers of Other Languages (TESOL) Instructor

Inlingua, Marbella, Spain

September 2010 – July 2011

- Gathered and applied supplemental resources to individualize learning plans for each student that aligned with the Inlingua core learning program and curriculum
- Piloted and designed journal writing program with advanced learners
- Facilitated weekly adult learner enrichment meetings based on student need and performance gaps

Bilingual Instructor

Spanish Dept. of Education, Granada, Spain

September 2010 – July 2012

- Planned, developed, and delivered bilingual lessons for 100+ students that facilitated the achievement of organizational goals including language acquisition and intercultural understanding
- Collaborated with teachers and department heads to meet quarterly and yearly educational goals.
- Assisted department head in establishing daily schedules, curriculum, and cultural activities

EDUCATION:**Educational Specialist: Early Childhood Education**

University of West Georgia - Carrollton, GA

December 2019

Master of Arts: Teaching English as a Second Language (TESOL)University of Leeds - Leeds, United Kingdom
Graduated with Merit

December 2014

Bachelor of Science: Foreign Language Education**Bachelor of Arts: Spanish, Romance Languages****Bachelor of Science in Education: Education.**University of Georgia - Athens, GA
Dean's List, Honors Program, Magna Cum Laude

May 2010

Instructional Design & eLearning Professional Certificate

The University of Georgia - Athens, GA

June 2024

Instructional Coach Professional Certificate

MetroRESA – Atlanta, GA

May 2024