



TRACY YARCHI

INSTRUCTIONAL DESIGNER

CONTACT

513-886-8862

yarchitracy9@gmail.com

typortfolio1.com

PROFILE

I am a lifelong learner and educator with a wide range of experience teaching and designing instruction for in-person and online learning. I am proficient in learning theories. I have expertise in creating a variety of digital design tasks and interactive learning opportunities to help people grow their skills and knowledge.

SKILLS

Learning design

Writing & Verbal communication

Project Management

Presentation technology

Storytelling

Problem solving

Administrative skills

EDUCATION

Instructional Design & Technology, M.Ed., May 2025

University of Cincinnati

English, M.A., April 1999

Xavier University, Cincinnati

WORK EXPERIENCE

Program Manager, University of Cincinnati College of Medicine,

June 2023 – Present

- Manage communications with students regarding programmatic deadlines, requirements, and events.
- Create and distribute program newsletter.
- Work collaboratively with staff & leadership to support the program and its students.
- Implement policies and procedures.
- Serve as advisor for graduate-pre-med students through proactive outreach, support, and education. Develop a rapport of trust and accessibility with students. Ensure accurate advice and quality support, contributing to persistence and a positive student experience.
- Evaluate student needs and provide appropriate resource referral to career, academic, counseling, and student life resources and opportunities.
- Perform program needs assessment and make recommendations.
- Organize and track academic progress of students
- Act as liaison to internal departments
- Work with Directors and other staff members as needed to ensure that programs are meeting enrollment, retention and satisfaction goals.

TECHNOLOGY

Microsoft Suite

Articulate 360 Storyline & Rise

Adobe Express

Figma

Canva

Camtasia & Kaltura

Canvas, Blackboard, & Learn Worlds (LMS)

WordPress

Professional Experiences

Co-Presenter: The 6th Annual Learning & Teaching at UC Conference (May 2023)

IDT Internship: Cincinnati Nature Center (May 2023 – August 2023)

- Coordinator, University of Cincinnati Office of Admissions,**
March 2018 –June 2023
- Develop, design, and implement Admissions training in Canvas (LMS) and Microsoft Teams to create a blended learning experience
 - Conduct focus groups and surveys for needs assessment
 - Promote professional development and learning
 - Create a professional development corner to document and explore professional development opportunities
 - Design and lead Admissions Train-the-Trainer program and CRM training modules in Canvas (LMS). Trained College partners how to use the CRM.
 - Developed a Situational Data Dictionary (job aid) for CRM users. Troubleshoot and problem-solve for CRM users within Admissions.
 - Collaborate with Admissions counselors and Student Life staff to assist students through the placement testing process to orientation.
 - Responsible for systematizing and managing college admissions events. Communicate with and guide students through the placement testing process.

- Adjunct Instructor for Online Teacher Leadership Program Certificate, University of Cincinnati,**
2012–2017
- Designed and instructed Teacher Leadership courses online using the LMS Blackboard.
- English Teacher, West Clermont Local Schools (formally Glen Este High School)**
- Over 25 years teaching experience.
- Taught Secondary English Literature and Composition.
 - Performed Department Chair duties, proposed and defended book adoptions, monitored department budget expenditures, co-authored district English department policy.
 - Designed English curriculum and instruction
 - Served as an Ohio State Department of Education Standards Advocate (2012–2017).
 - National Board for Professional Teaching Standards Certification 2009–2019.
 - Ohio Master Teacher and Teacher Leader
- Mentored first-year teachers