Sandy Cao

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Professional Summary

Instructional designer with 7+ years in education and program delivery. At York University's School of Continuing Studies, I use my UX/UI background to design course navigation for adult learners. I'm interested in using AI to improve how workplace learning teams create and update training materials.

Core Skills

Instructional design Learning experience design (LXD), eLearning, needs analysis, accessible course materials, Universal Design for Learning (UDL)
Learning management systems (LMS) Canvas, Brightspace (D2L), Google Classroom
UX/UI design Learner personas, journey mapping, wireframing, prototyping, usability, accessibility
Design tools Figma, Webflow, SketchUp, AutoCAD
Project coordination Stakeholder communication, process documentation, Microsoft 365, Google Workspace

Professional Experience

York University School of Continuing Studies
Learning Experience Designer (Internship) *Sep 2026 – Apr 2027 (expected)*

- Create **learner personas** and map how adult learners find course materials and start an activity.
- Use journey maps to identify steps where learners may need guidance. Build **prototypes** to explore how to make the next step clearer.

Centennial College Before & After School Program Toronto, ON
Registered Early Childhood Educator *Nov 2022 – Present*

- Plan and lead learning activities for school-age children. Use classroom notes to guide curriculum planning.
- Share updates and gather feedback from families, educators, and school staff. Coordinate daily routines and keep attendance and program records.

TopBuilder Toronto, ON
UX/UI Designer *Jan 2024 – Present*

- Translate stakeholder requirements into **Figma** wireframes and prototypes for website updates. Review designs with developers and project managers.
- Revise interface layouts and digital content in response to feedback, with a focus on accessibility and ease of navigation.
- Document design decisions and organize project files for handoff to developers.

Diefenbaker Elementary School (Toronto District School Board) Toronto, ON
Lunchroom Supervisor *May 2023 – Nov 2026*

- Supervised students during lunch and coordinated with school staff on routines and student well-being.

Tic-Toc Day Care Centre Scarborough, ON
Registered Early Childhood Educator *Aug 2018 – Oct 2022*

- Planned and led play-based learning programs for children. Managed daily routines, kept program records, and communicated regularly with families.

Academic Projects

Digital Learning and Educational Technology Projects
Ontario Tech University *2025 – 2026*

- Designed online activities for collaborative learning and wrote the accompanying instructional materials.
- Created digital media and interactive resources for course projects, with an emphasis on accessibility.
- Used Canvas, Brightspace (D2L), and Google Classroom as both a learner and a designer.

Education

University of British Columbia, Faculty of Education Vancouver, BC
Master of Educational Technology (incoming) *Jan 2027 – 2029 (expected)*

- Planned focus on educational technology, digital learning, and learning experience design.

York University Toronto, ON
Certificate coursework in instructional technology and adult learning *Sep 2026 – Apr 2027 (expected)*

- Apply design thinking to adult learning projects. Coursework covers needs analysis, Universal Design for Learning (UDL), prototyping, and learning evaluation.

Ontario Tech University Oshawa, ON
Bachelor of Educational Studies (Digital Technologies Specialization) *May 2025 – Dec 2026 (expected)*

- GPA 4.02. Coursework includes Digital Learning, Educational Technology, Inquiry-Based Learning, Curriculum Studies, and Online Learning Environments.
- Academic interests include digital literacy and inclusive education.

Algonquin College Ottawa, ON
Certificate in Mobile and Web User Experience Design, with Honours *May 2023 – Apr 2024*

- Studied accessible interface design and practised wireframing and prototyping for mobile and web products.

Centennial College Toronto, ON
Diploma in Early Childhood Education *2015 – Apr 2018*

Professional Registration

College of Early Childhood Educators Ontario
Registered Early Childhood Educator (RECE) *Registered Jan 2019*
Registration No. 71310