

Anna Ciriani-Dean

Media & Learning

SUMMARY

I am a seasoned expert in instructional design, video production, podcasting, and international education. I work well under pressure, take initiative, tolerate ambiguity, and implement creative, effective solutions to challenges.

Hire me for your next learning design, video, podcasting, or other creative project!

SKILLS

Project management
Instructional design
Video production
Podcasting

EDUCATION

→ [Certificate in Instructional Design](#)
Georgetown University School of Continuing Studies
→ [M.A. Applied Linguistics & TESOL](#)
Teachers College, Columbia University | New York, NY
→ [B.A. French Language and Culture](#)
Dickinson College | Carlisle, PA

LANGUAGES

English (native)
Italian (native)
French (C1)
German (B1)
Hindi (A2)

PROFESSIONAL EXPERIENCE

English Language Programs, Georgetown University, Remote

Learning & Development Manager (Nov. 2024 – present)

- Manage team of full-time staff and consultants to implement all professional learning initiatives for [English Language Programs](#) participants and alumni, including self-paced courses and live events.
- Build systems to streamline course development processes and ensure smooth collaboration across teams and with U.S. Department of State stakeholders.
- Pioneer technical solutions to program implementation and learning design challenges.
- Direct production of video lecture content, including developing course outline and scripts, supervising in-studio filming, designing video assets, and providing feedback to videographer in post-production.
- Organize and facilitate in-person and online professional development events for up to 1000 participants.
- Troubleshoot issues with in-house Learning Management System (LMS) and develop software enhancements with web development team.
- Analyze user behavior and survey response data to optimize course performance.

Learning & Development Coordinator (Oct. 2022 – Oct. 2024)

- Designed and facilitated online orientation and professional development courses with 120-350 registrants each.
- Leveraged LMS affordances to ensure seamless learning experiences for course participants.
- Created audiovisual elements (Adobe Illustrator, InDesign, Premiere Pro, Canva) to support comprehension and enhance production value of course videos and supplemental materials.

Consultant (June 2021 – Sept. 2022)

- Facilitated teacher training course for 25-40 participants on Canvas and Zoom.
- Tested UI and UX design of new LMS (LearnDash) with development team, and piloted first course build.
- Supported pre-, during, and post-production of course videos.

Creator & Co-Host, [The Teacher Think-Aloud Podcast](#), Remote (Jan. 2021 – present)

- Co-host and produce an English language teaching podcast for teachers' ongoing professional development.
- Designed and maintain website, leverage SEO, and distribute episodes via RSS on various hosting platforms ([Spotify](#), [YouTube](#), etc.)
- Implement brand-cohesive marketing, social media, and audience engagement strategy based on market research and target audience.
- Interview guests, build episode frameworks, write scripts, and edit audio and video episodes using AI-enhanced tools (e.g. Descript) and classic editing tools (e.g. Adobe Premiere Pro, Audacity).

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Program Manager, Jump on Languages, Seattle, WA (June 2021 – July 2022):

- Managed day-to-day operations of language immersion programs (preschool, afterschool, tutoring).
- Pursued leads, registered participants, and maintained client relationships and communications..
- Collaborated with company co-founders to launch new programs and optimize existing programs.
- Streamlined workflows and leveraged website to automate processes and ensure program scalability.
- Updated and maintained website; planned and implemented digital and print marketing strategy.

ELL Professor, Lake Washington Institute of Technology, Kirkland, WA (July-Aug. 2021)

Taught high-intermediate intensive ELL course and administered CASAS assessments.

English Language Programs, U.S. Department of State

Virtual English Language Fellow, RELO Kyiv Region (Sept. 2020 – June 2021)

- Mentored novice English teachers working with secondary school students in Eastern Ukraine.
- Organized and ran four-day virtual conference on academic integrity for 300+ participants across Eastern Europe.
- Facilitated workshops for Armenian faculty and led webinars through the RELO Kyiv Facebook page.

English Language Fellow, Yerevan State University, Armenia (Sept. 2019 – Mar. 2020)

- Designed and taught specialized courses in the university's English for Cross-Cultural Communication Department, including Social Media Marketing, Narrative Writing, Critical Thinking & the Media, and Newspaper Writing.
- Provided professional-development workshops and informal training events for in-service faculty and pre-service teachers.
- Collaborated with local teachers and U.S. Embassy to organize and secure funding for an international conference.
- Promoted cultural exchange by hosting events at the university and American Corner Yerevan.

Fordham University, Institute of American Language and Culture (IALC), New York, NY

Adjunct Instructor & Assessment Specialist (Aug. 2017 – Aug. 2019; Aug. 2020 – June 2021)

- Taught courses for matriculated students and intensive English program, including college writing, university preparation, advanced oral communication, business English, and advanced grammar.
- Coordinated placement testing and redesigned assessments to align with curriculum and to ensure accuracy and reliability.
- Redesigned and adapted college ESL writing curriculum as a blended online course and individually planned and created 30 online lecture videos with VoiceThread for use by all instructors of the course.
- Coordinated professional development opportunities for adjunct faculty, including monthly PD meetups and annual PD day.

Professional Consultant, Baruch College, Writing Center, New York, NY (Aug. 2017 – Aug. 2019)

- Consulted one-on-one with students, both native and non-native speakers of English, at all stages of the writing process, across disciplines, and at the graduate and undergraduate level.
- Developed content for writing resources and worksheets available to students online ([sample](#)).
- Led workshops on various topics, such as writing cover letters, case analyses, and using sources.

Educational Testing Service, Princeton, NJ

ELL Assessment Specialist (Sep. 2013 – Aug. 2017)

- Developed multiple-choice and constructed-response assessments for standardized English tests (e.g. TOEIC, TOEFL).
- Coordinated section of summer intern program, including recruitment, logistics, setting target deliverables, developing training, and providing individualized feedback to interns.
- Coordinated and improved workflow processes for a team of 20+ assessment specialists.
- Assembled tests and selected anchor items based on item discrimination and reliability statistics.
- Contributed to test prep publications and developed new test products using evidence-centered design.