JESSIE MCCORMICK FISK

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Project Manager | Learning & Development Program Lead

Learning & Development professional with over 10 years of experience leading cross-functional initiatives in education, healthcare, and technology environments. Proven success managing scope, timelines, resources, and stakeholders to deliver learning and system-focused projects at scale. Experienced in Agile and hybrid delivery models, change adoption, and team leadership. Currently pursuing PMP certification and holding a Graduate Certificate in Project Management.

CORE COMPETENCIES

- Project Management
- Agile Methodologies (Scrum & Kanban)
- Stakeholder Communication
- Risk & Issue Tracking
- Change Management
- Release Planning & Execution
- Resource Allocation
- Cross-Functional Team Leadership
- Process Improvement
- Instructional Design

SELECTED PROJECT MANAGEMENT HIGHLIGHTS

- Managed 5+ concurrent cross-functional projects using Agile and hybrid methodologies.

- Led project teams of up to 10 instructional designers and developers across distributed environments.

- Demonstrated project ownership for education and healthcare clients, consistently meeting timeline and quality goals.

PROFESSIONAL EXPERIENCE

Sr. Instructional Designer (Lead Role) | Mosaic Learning | Remote
April 2024 – Present

- Owned delivery of multiple concurrent learning and technology projects valued up to $3.5M, overseeing scope, timelines, resources, and cross-functional coordination from kickoff through completion.

- Served as primary point of accountability for project delivery, escalating risks related to scope, dependencies, and timelines to senior leadership.

- Lead a cross-functional team of instructional designers and contractors, assign tasks, tracked progress, and maintained alignment with project milestones.

- Delivered all project milestones on time across 4 concurrent initiatives, improving delivery efficiency by 20% through streamlined communication in Jira and Monday.com.

- Tracked and escalated project risks, dependencies, and action items to leadership to maintain delivery momentum.

- Collaborated with technical and product teams to align content deliverables with evolving client requirements.

Instructional Designer II | Briljent | Remote
July 2023 – April 2024

- Partnered with project leadership to support planning, scope definition, LOE estimation, and schedule alignment across multiple initiatives.

- Facilitated client discovery and kickoff sessions to define project objectives and deliverable expectations.

- Managed cross-functional collaboration among stakeholders to ensure on-time, high-quality learning solutions.

Sr. Instructional Designer | HighPoint | Remote
August 2021 – July 2023

- Managed team in federal compliance training, managing sprint planning, backlog prioritization, and milestone tracking.

- Coordinated cross-functional efforts between content, development, and QA teams to meet tight federal deadlines.

- Designed and implemented microlearning and blended training that improved call center performance by 15%.

Technology Instructor | Connections Education | Remote
October 2016 – July 2021

- Planned, developed, and implemented online learning projects and curriculum updates in collaboration with instructional and technical teams.

- Facilitated virtual professional development sessions and provided process guidance to staff, improving adoption of new systems and tools.

- Monitored performance data and stakeholder feedback to identify process improvements.

EDUCATION & CERTIFICATIONS

Graduate Certificate in Project Management | Purdue Global | 2025

Master of Secondary Education, Technology | IUPUI | 2013

Teacher Licensure Program, High School Art Education | St. Mary-of-the-Woods | 2008

Bachelor of Fine Arts, General Fine Arts | Herron School of Art, IUPUI | 2006

Full-Stack Web Development Bootcamp | Coding Dojo | 2019

TECHNICAL SKILLS & TOOLS

- Articulate Storyline & Rise
- Adobe Captivate
- Adobe Creative Suite
- ChatGPT & GenAI Tools
- Confluence
- Google Suite

- Jira & Smartsheet
- HTML/CSS
- LMS
- Microsoft Project
- Monday.com
- Office 365