

# NATASHA R. HAWKINS

## Technology Learning & Instructional Design Partner

Enterprise Technology Enablement • Adult Learning • Scalable Training Systems

NRoseHawkins@gmail.com | 904-716-0206 | Jacksonville, Florida

Learning and instructional design leader with 10+ years of experience designing scalable training systems and learning resources for adult audiences in regulated environments. Proven ability to translate complex technical and operational concepts into clear, practical learning tools that drive adoption and performance. Experienced partner to IT, leadership, and cross-functional stakeholders supporting technology rollouts, professional learning, and continuous improvement.

### CORE EXPERTISE

- Technology Training & Enablement
- Microsoft 365 (Teams, SharePoint, PowerPoint, Excel)
- Instructional Design & Adult Learning
- Microlearning & Job Aids
- Learning Templates & Quick Reference Guides
- Stakeholder & SME Collaboration
- Training Facilitation (Live & Virtual)
- Learning Systems & Adoption Strategy
- Content Curation & Documentation
- Program Evaluation & Continuous Improvement

### PROFESSIONAL EXPERIENCE

#### **Principal of General Studies, Torah Academy of Jacksonville**

**Jan 2024-Present**

- Designed and implemented a scalable learning and evaluation system supporting organization-wide adoption of instructional platforms, data tools, and reporting processes.
- Partnered with leadership and subject-matter experts to translate technical and compliance requirements into clear training materials, templates, and user guides.
- Delivered 50+ hours annually of live and virtual professional learning focused on enterprise technology use, data literacy, and instructional best practices.
- Created reusable training resources, dashboards, and documentation to support consistency and onboarding.
- Synthesized qualitative and quantitative data into leadership-ready insights, supporting decision-making and continuous improvement.

#### **Assistant Principal of Operations, Duval County Public Schools**

**Oct 2022-January 2024**

- Led cross-functional teams in aligning operational, instructional, and technology systems to support consistent implementation of district initiatives.
- Facilitated professional learning communities and training sessions focused on standards-aligned planning, data use, and instructional systems adoption.
- Oversaw compliance-aligned documentation and reporting processes, ensuring clarity, accuracy, and usability for stakeholders.

**Learning & Engagement Specialist,  
Duval County Public Schools**

**June 2020-October 2022**

- Supported adoption of districtwide instructional and assessment platforms across 25+ campuses through training sessions, coaching cycles, and implementation support.
- Collaborated with leadership teams to analyze usage data and refine rollout strategies and learning resources.
- Developed facilitation materials, guides, and documentation to support consistent implementation of learning systems.

**Instructional Coach & Teacher  
Duval County Public Schools**

**Apr 2014-June 2020**

- Designed and facilitated adult learning experiences supporting instructional improvement and technology-supported teaching practices.
- Served as a clinical educator mentoring novice teachers using inquiry cycles, evidence-based reflection, and structured feedback tools.

**Strategic Learning, Research, & Evaluation Experience**

- Designed evaluation frameworks, rubrics, and feedback loops to assess training effectiveness and inform iterative improvements.
- Developed data-collection tools and monitoring systems supporting learning adoption at scale.
- Synthesized mixed-method data into actionable insights for leadership and program design.
- Built internal systems to sustain organizational learning through documentation, reflection cycles, and shared practices.

**EDUCATION & CREDENTIALS**

**University of West Florida**

Master of Education, Educational Leadership | Cum Laude  
August 2020 – June 2022

**University of Illinois at Springfield**

Bachelor of Arts, English | Magna Cum Laude  
August 2011 – June 2013

**Florida Educator Certificate**

Educational Leadership (K-12) • ELA (6-12) • ESOL (K-12) • Clinical Educator (Trained)  
DOE #1239046 • exp. 06/30/2026

**PROFESSIONAL HIGHLIGHTS**

- Panelist, Microsoft + AECT (2017)
- Teacher of the Year, Eugene J. Butler Middle (2018)
- Technology Spotlight Classroom, DCPS (2018-2020)
- Featured in Jewish Life Magazine, Spring 2024