

Jennifer Christine Fajardo Dobbs, PhD

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PROFESSIONAL SUMMARY

Innovative learning and development professional seeking opportunities to leverage 15 years of proven experience in adult education, instructional design, and learning management. Adept at leading teams and large organizations in dynamic, fast-paced, and multicultural environments. Possess a comprehensive background in end-to-end curriculum and project/program management at all stages. Highly exceptional command of diverse platforms to produce high-quality deliverables with maximized efficiency. Exhibits excellent project management, organizational, facilitation coaching, and communication skills. Career supported by published work, certifications, and a PhD in Education.

SELECTED PROFESSIONAL EXPERIENCE

Minot Air Force Base Integrated Primary Prevention Office

Curriculum Consultant

July 2023 - present

- Overhauled the Tier 1 Suicide Prevention Training through represented collaboration with civilian practitioners and experts, service members, veterans, and spouses.
- Developed relevant and interactive training materials (presentation and guide) using the Kahoot platform to increase engagement, retention, and eventual use by 25%.

Spouse Resilience Team Founding Coordinator

May 2023 – present

- Established the MAFB Spouse Resilience Team to provide mental health support to spouses and significant others through the Facebook page, social events, and resilience-building skills.
- Manages the knowledge and information dissemination, social media presence, and designing of the Resilience Training for Spouses to expand the reach to 50% among target dependents.

UP Open University, Adjunct Faculty

October 2023 - present

- Facilitates learning in the course MMS 001 (Introduction to Information Technology) across various platforms (Discord, Flip, UPOU Portal) for 199 students and so far, has increased student engagement by an average of 30%. Integrated a responsive feedback and support system for a more inclusive and successful learning environment.

Ohana Homefront Foundation, Grant & Development Director

December 2022 – October 2023

- Generated a 2023 grant application pipeline depending on amount, quarter, and organization by executing aggressive research and appropriate grant-writing strategies to secure 100,000 USD by the end of the fiscal year.
- Expanded the reach of Ohana through other branches of service through letters of interest and grant applications to various-sized organizations.

Dokkyo University, Adjunct Faculty

2020 – 2022

- Facilitated learning and instruction in various levels of English courses to mostly Japanese and non-native English-speaking students via 100% online platforms. Streamlined a collaborative and timely feedback system to monitor the progress of the students for a more customized and effective learning environment.

University of British Columbia (UBC) Forest Ecosystem Services and Community Livelihoods, Instructional Designer
January 2020 – October 2021

- Coordinated with the Content Writers, Content Experts, and Educational Technologist in designing and developing the four-module course. Ran several trials among various types of learners and platforms.

International Christian University, **Graduate Student Researcher**

2016 – 2019

- Demonstrated end-to-end curriculum development including the **pilot project for an experimental shift to online learning** for Don Bosco Institute-Canlubang. Pilot-tested the prototype class and gathered feedback from all respective stakeholders. Presented and endorsed succeeding phases for replication even to other courses and classes.
- Collected and analyzed data from the respondents (mix of veteran and relatively new faculty). Identified and presented key constructs to the PI, which was instrumental in planning for a new faculty development program. This program was designed, pilot-tested, and evaluated. After the feedback from stakeholders and the research team, a revised plan was made including a Facilitator Guide. New Faculty Development Program
- Future Liberal Arts Colleges (Apr 2016 – Mar 2017) (PI: Prof. Insung Jung, Prof. Mikiko Nishimura, and Prof. Toshiaki Sasao)
- Organized, supported (the PIs), and communicated with the invited speakers for the seamless transition of transportation, lodging, and honorarium.
- Quality and pedagogical guidelines for Open Educational Resource (OER) use in higher education: Matching with culture and teaching (Mar – Jun 2016) (PIs: Prof. Insung Jung & Prof. Teruyoshi Sasaki)
- Transcribed, collected, and interpreted data from interviews among key respondents which led to a more thematic presentation of data for the paper and framework.

Soka University, Dec 2017 - Mar 2018, Aging Filipino Migrants

- Collected data from the key respondents through face-to-face interviews.

International Christian University, **Graduate Student Teaching Assistant**

2016 – 2022

Assisted Professors/Instructors of various courses in preparing the course materials, managing the class, and facilitating discussion, if needed. Streamlined a system for easier and faster communication and connection between the students and the teaching team which resulted in a clearer understanding of classroom tasks and course requirements.

SKILLS

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| ◆ Process Improvement | ◆ Stakeholder Engagement |
| ◆ Innovative and Critical Thinker | ◆ Adaptive Organizational Leadership |
| ◆ Diversity, Equity, and Inclusion | ◆ Qualitative and Quantitative Research |
| ◆ Employee Relations | ◆ Data Analytics |
| ◆ Recruitment Retention | ◆ Complex and Dynamic Problem Solving |

EDUCATION | CERTIFICATIONS

Doctor of Philosophy, Education – 2022 - International Christian University, Tokyo, Japan

Master of Arts, Education, 2013 - University of the Philippines

Bachelor of Science, Development Communication, 20023 - University of the Philippines

Project Management Professional | Expected January 2024

Google Certified Educator Level 1 | Expires October 2026

Resilience Trainer | USAF | May 2023

Global Leadership Studies | International Christian University | 2016