

# Pilar Gonzalez Munoz

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SPAIN, Madrid

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**Bilingual Learning and Development Specialist** with international experience leading and coaching teams, and designing onboarding and learning programs for employees in the **US and Spain**. Seeking a role to leverage my skills in instructional design, talent acquisition, project management, and education. Passionate about delivering successful projects on time and making learning accessible and engaging for the participant.

- **LinkedIn Profile:** <https://www.linkedin.com/in/pilargonzalezmunoz/>
- **Professional Portfolio:** <https://pilargmunoz.com/>
- *Authorized to work in the US and Spain*

## SKILLS

- ★ Bilingual communication skills in English and Spanish (native).
- ★ Instructional Design: Articulate, Canvas, Learning Cloud, Google Slides, PowerPoint.
- ★ Project Manager: Google Certificate, Agile and Scrum, Kanbanize (Business Map).
- ★ Social Media (LinkedIn, Facebook, Instagram, YouTube, WordPress).
- ★ Ed-tech savvy: web design (Google Sites and WordPress), Canva, and Google Maps.
- ★ Adult Learning Theories and Models.

## WORK EXPERIENCE

### Netex Learning

#### **Learning Experience Coordinator / Remote / January 2025 - Present**

- Coordinate the production of content with internal and external teams and collaborators.
- Interlocution with training experts or end clients.
- Monitor and control production progress: scope, schedule, milestones, and quality.
- Risk control and implementation of the necessary actions to mitigate them.
- Provide pedagogical advice to the client.
- Orient the product/content based on the guidelines defined and ensure that all team members know and apply these guidelines.
- Guarantee the pedagogical, syntactical, and orthographic quality of the product.

#### **Instructional Designer / Remote / January - December 2024**

- Design and script online learning experiences for Amazon Managers following Learning Theories.
- Collaboration with Amazon Content Owners, Netex Project Managers, and Graphic Designers, incorporating feedback and modifications at different levels during the project's life cycle.
- Use of Kanbanize (Business Map), Basecamp, and Teams for collaboration and prioritizing tasks.
- Meet deadlines to develop and implement learning modules.

## **Denver Public Schools**

### **Learning & Development Specialist (Talent Acquisition) / Denver, CO / May-Dec 2024**

*Provide wrap-around services related to extended onboarding, professional development, cultural transition assistance, and social and emotional support for all international educators.*

- Recruitment and retention actions for international employees.
- Onboarding comprehensive plan for employees during the first year of hiring.
- Design and deliver professional learning for adults: online and in-person facilitation.
- Lead the online Professional Certification for international employees.
- Lead the Department's website, interactive map, and social media.
- Work across departments to envision, develop, and implement activities to fulfill priorities.

### **Bilingual Senior Team Lead / Denver, CO / June 2022 - April 2024**

*Provide leadership and strategic direction for John H. Amesse Elementary School in the areas of data management, hiring interviews, licensing compliance, and academic results. As a member of the leadership team, oversee academic initiatives on behalf of the school, including evaluation, observation, curriculum, instruction, coaching, research, student teaching, and professional development.*

- Project Manager of the Early Childhood program.
- Design and Facilitate Professional Development courses for adults.
- Coach resulted in 75 percent of teachers meeting development goals in 2022-2023.
- *Distinguished Leader* based on the results in students' growth, coaching, and leadership skills.
- Lead assessment practices, data analysis, and action planning.
- Collaborate with complementary Team Specialists and Managers to ensure that expectations, processes, and objectives are aligned with the stakeholder's strategic plan.

### **Bilingual Instructional Facilitator / Denver, CO / July 2015 - May 2022**

*Provide direct instruction to bilingual learners at the strategic level of intervention to supplement core instruction. Applying the Science of Reading methodology to accelerate academic growth.*

- Screening, diagnostic, and progress monitoring assessments and gap analysis.
- Online instruction during COVID-19 and experience knowledge with Google Meet, Zoom, Google Docs and Spreadsheets, Google Slides, and Canva.
- Collaborate and consult with other subject matter experts in a problem-solving approach to implement the most effective instructional plan for users.

## **EDUCATION**

University System of Maryland: **MicroMaster in Instructional Design**

Google: **Project Management Certificate**

Universidad Autónoma de Madrid – Madrid, Spain

- **Master's Degree in Education**
- **Bachelor's and Master's Degree in Psychology**

Universidad Nacional de Educación a Distancia (UNED) – Madrid, Spain

**Postgraduate course in Spanish as a Second Language**