


ESTHER CHRISTODOSS

713-386-9463 | estherc1111@gmail.com

 esthercdesign.com/instructional-design

EDUCATION

Dec. 2018
ASSOCIATES OF ARTS
General Studies
Alvin Community College

May 2023
BACHELOR'S OF SCIENCE
Digital Media
Minor: Technology Leadership and Innovation Management
University of Houston

PROFESSIONAL EXPERIENCE

COMMUNICATIONS SPECIALIST

US Med-Equip, Houston, TX

June 2023 – Present

- Creating and improving technical writing and graphic design for training materials, concurrently establishing specialized SharePoint sites for department-wide training needs across a nationwide company
- Performing end-to-end production of internal training videos encompassing collaboration with subject-matter experts, scripting, filming, video editing, motion graphics, and voiceover narration to elevate educational content quality
- Working with clinical advisors to create customer-facing training documents and videos for hospitals, helping educate hospital clinicians on proper use of medical equipment

DIGITAL MEDIA INTERN

For Our Future Fund WI, Remote

Oct 2022 – Nov 2022

- Creating social media graphics and videos for Twitter, Facebook, Instagram, and TikTok
- Writing for e-mails and forms to be sent to mass e-mail and text lists
- Proactively implementing feedback and collaborating with social media supervisors

ACADEMY COORDINATOR

Allegro Pearland Academy of Music, Pearland, TX

Sep 2018 – Oct 2019

- Facilitating in-person and online communications between academy clients & staff
- Producing and operating Microsoft Word, PowerPoint, and Excel documents for organizational and staff training purposes
- Creating graphics for promotions, marketing, events, and e-mail newsletters using MailChimp
- Helping organize and facilitate academy events, including marketing, venue set-up, and assisting teachers/students

SKILLS

EXPERIENCED

- **Microsoft 365**
Word, PowerPoint, Excel, SharePoint
- **Adobe Software**
Captivate, Premiere Pro, After Effects, Photoshop, Illustrator, InDesign, XD
- **Google Suite**
- **Snagit**
- **Graphic Design**
- **Technical Writing**
- **Instructional Writing & Design**
- **Canva**
- **Soft Skills:** Leadership, Communication, Project Management, Collaboration, Initiative, Adaptability, Time Management, Implementing Feedback

WORKING KNOWLEDGE

- **Figma**
- **HTML & CSS**

CERTIFICATIONS & AWARDS

- **Employee of the Month - Dec 2023 & June 2025**
US Med-Equip National Support Center
- **Tableau Desktop Specialist - 2022**
- **FEMA Course Completion - 2023**
Managerial Safety and Health
Continuous Improvement
Developing and Managing Volunteers
- **RedFest Awards**
Gaming and Simulation - AR Filters (2023)
Graphic Design & Arts - Informative Poster (2022)
Photography - Storytelling (2022)
Motion Media - Comedy (2022)
- **Creative Jam 2023 - Most Innovative App**

HONORS

- **Phi Theta Kappa Mu Upsilon Chapter, Member, 2017 – 2018**
- **Dean's List University of Houston, Fall 2020 - Spring 2023**

ACTIVITIES

- **UH Animation Club Alumni Rep, 2023 - Present**
- **GCEAUH, 2022 -2023**