

Ana Thomas

Learning Operations & Implementation Specialist | EdTech Support

Client-focused education professional with expertise in training, implementation support, and educational technology adoption. Experienced in delivering presentations, rolling out new programs, and building strong relationships with internal and external stakeholders. Adept at communicating information and concepts clearly for audiences of all levels while driving engagement, confidence, and successful product utilization. Passionate about supporting organizations through impactful online learning experiences, training support, and user-centered program implementation.

Alexandria, Virginia
(585) 259-4229

ana.thomas.c@gmail.com
[LinkedIn](#) | [Portfolio](#)

EXPERIENCE

Learning Specialist - *Catapult Learning*

NORTHERN VIRGINIA (Chantilly, VA) | PART-TIME | APR 2026 – PRESENT

- Utilize online learning systems, Microsoft 365, digital assessment platforms, and Microsoft Teams to support learner engagement, cross-functional collaboration, and day-to-day program operations.
- Manage multiple priorities in a fast-paced environment while maintaining detailed documentation, learner records, instructional materials, and time-sensitive reporting requirements.
- Support implementation of data-informed education programs aligned with organizational goals and learner needs by tracking performance data, maintaining accurate records, and collaborating with educators and families.
- Quickly learned and implemented multiple internal learning platforms, Microsoft 365 tools, and data-entry systems within the first week of employment, ensuring accurate reporting and uninterrupted learner support.

Educator & Instructional Lead - *Scholarship Prep*

OCEANSIDE, CALIFORNIA | AUG 2024 - PRESENT

Designed and implemented standards-aligned instructional systems, serving as an EdTech thought partner to educators and administrators. Leveraged hands-on experience with platforms like Zearn and i-Ready to shape professional learning, coaching, and implementation supports aligned to real classroom needs.

Select Accomplishments:

- Analyzed assessment and platform usage data to identify instructional gaps and optimize i-Ready lessons, contributing to a **20-percentage-point gain** in grade-level proficiency and moving nearly **one-third of students to grade-level literacy** through targeted online learning support.
- Designed and refined literacy curriculum and intervention resources across three 1st-grade classrooms (**~80 students**), ensuring standards alignment, accessibility for English language learners, students with IEPs, and consistency across teams.
- Supported end-user onboarding and platform adoption for caregivers using LMS tools, increasing engagement and communication.
- Facilitated twice-weekly professional learning sessions and coached six early-career professionals in effective digital tool integration.

CORE COMPETENCIES

Training & Implementation

Program rollout, onboarding support, educator adoption, virtual facilitation

Customer Training & Implementation

Relationship building, cross-functional collaboration, client communication

Learning Systems & LMS Platforms

Google Workspace, Zoom, Canva, Seesaw

Data & Progress Monitoring

i-Ready, Amplify mCLASS, Aeries, assessment analysis, data-informed support

Instructional Support

Zearn, Great Minds, Heggerty, HMH Into Reading, learning support strategies

EDUCATION

Touro College, NEW YORK, NY
M.S., Early Childhood & Special Education | 2017

Kent State University, KENT, OH
B.S., Human Development & Family Studies, Youth Development | 2010

Educator – The River School

WASHINGTON, DISTRICT OF COLUMBIA | AUG 2017 - AUG 2018, AUG 2021 - AUG 2024

Provided embedded instructional and coaching support within inclusive classrooms, partnering with educators and multidisciplinary teams to adapt curriculum, implement targeted learning sessions, and strengthen instructional practice through modeling and feedback.

Select Accomplishments:

- Designed and refined literacy resources for two classrooms (~30 students), contributing to measurable growth in foundational reading skills and phonemic awareness for **86%** of students.
- Led live adult virtual sessions (**40+ participants**), delivering LMS platform walkthroughs and capturing real-time feedback to improve platform adoption and user experience.
- Guided two classroom teams through implementation of the educational platform, Heggerty by modeling instruction and providing targeted coaching, resulting in **100%** curriculum implementation fidelity.
- Collaborated with key stakeholders and service providers to adapt instructional materials aligned to IEP goals and diverse learner needs.

Community Education & Engagement Coordinator – Marine Corps Community Services

OKINAWA, JAPAN | OCT 2018 - JUN 2020

Supported the design, delivery, and continuous improvement of adult-facing education programs, partnering with cross-functional teams to create facilitator-led and virtual learning experiences informed by participant feedback and program data.

Select Accomplishments:

- Led five week-long adult training programs for active-duty Marines, achieving a **95%** completion rate across **80+** participants through structured facilitation and learner support.
- Designed and produced digital training experiences for adult learners, improving engagement and ensuring programs reflected real user needs.
- Planned and piloted **seven** community education programs, incorporating participant feedback and outcomes to refine content and support scalable rollout across **six** Marine Corps bases.

EARLIER EXPERIENCE

The Garden House School — Lead Teacher

Ivy League Early Learning Academy – Preschool Teacher

Bates-Rich Child Care – Pre-Kindergarten Teacher

AmeriCorps – Youth Advisor

CERTIFICATIONS

Postgraduate Professional Teaching License (PreK-6)
VIRGINIA | JULY 2025

Multiple Subject Teaching Credential
CALIFORNIA | JAN 2024

Phono-Graphix Full Certification Course | DEC 2023