

Gabrielle Argueta, M.S.

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Learning Program Management | Learning Operations | Instructional Design

Summary

Learning Program Manager and Instructional Designer with 4 years of experience building and scaling accredited online learning programs for professional adult learners in law and business education. Proven ability to lead learning strategy, manage program portfolios, and drive end-to-end delivery from concept through evaluation. Skilled in learning operations, cross-functional collaboration, and data-informed decision-making to optimize program performance, engagement, and learner satisfaction.

Core Competencies

Learning Program Management • Learning Strategy • Learning Operations • Instructional Design • ADDIE • Stakeholder Management • Project Management • Curriculum Development • Adult Learning Theory • Quality Matters Standards • Accessibility (WCAG) • LMS Administration (Canvas) • Articulate Rise 360 • Storyline • SCORM • Data Analysis & Reporting • Continuous Improvement • UX for Learning

Professional Experience

Learning Program Manager | FSU College of Law

Feb 2026 – Present

Promoted to lead learning program operations and digital learning strategy based on program growth, instructional quality, and demonstrated leadership impact.

- Own and manage a portfolio of 25+ executive education courses and professional learning programs, overseeing full lifecycle delivery including planning, development, launch, evaluation, and continuous improvement
- Optimize program performance through analysis of learner data, maintaining consistently high learner satisfaction scores (4.8/5 average) and strong engagement across offerings
- Establish and scale standardized course development frameworks, digital learning standards, and QA processes to ensure consistency, accessibility, and alignment with accreditation requirements (CLE, SHRM, HRCI)
- Direct LMS administration, digital production workflows, and course operations in Canvas, improving efficiency, scalability, and course delivery quality
- Partner cross-functionally with attorneys and stakeholders to align learning solutions with business goals and translate complex subject matter into high-impact learning experiences
- Lead continuous improvement initiatives by identifying gaps, implementing enhancements, and optimizing the learner experience across programs
- Supervise and mentor student interns, establishing performance expectations, providing feedback, and supporting skill development in instructional design and digital production

Additional Experience

Instructional Designer | FSU College of Law

May 2022 – Present

Led instructional design and program development for the Stoops Center's executive education initiative, building the program from the ground up and translating complex legal concepts into accessible, learner-centered experiences.

- Led instructional design and program development for the Stoops Center’s executive education portfolio, building the program from the ground up and translating complex legal concepts into accessible, learner-centered experiences
- Directed full lifecycle development of 25+ accredited business and law courses, increasing learner engagement by 75 percent and supporting program adoption among 250+ professionals
- Designed and developed accredited curricula utilizing ADDIE methodology and iterative evaluation practices to continuously improve course quality and effectiveness
- Collaborated with subject matter experts to transform complex legal and regulatory content into high-impact digital learning experiences and maintain a 100 percent learner recommendation rate
- Produced and coordinated live and virtual learning events, including webinars averaging 300+ attendees and in-person panels with 100+ participants and 300+ livestream viewers
- Managed SHRM, CLE, and HRCI accreditation processes, supported marketing initiatives, and supervised interns across instructional design, communications, and multimedia production

HR Representative | FSU Information Technology Services

July 2019 – May 2022

- Provided HR support for 500+ employees, ensuring compliance with university, state, and federal policies while serving as a resource for supervisors and staff
- Managed core HR operations, including onboarding, personnel actions, payroll processing, and visa coordination, maintaining accuracy and compliance across employee records
- Generated HR reports and supported workforce data analysis using PeopleSoft and BI tools to inform decision-making and improve operational efficiency

Technical Tools

Rise 360 • Articulate Storyline • Canvas LMS • Learning Portals • Adobe Premiere Pro • Zoom • Microsoft 365 • Google Workspace • Asana • Salesforce Marketing Cloud • Canva • Qualtrics • Power BI (beginner) • Copilot • AI Tools for Instructional Design (ChatGPT, AI-assisted storyboarding, content drafting, prototype development)

Education

Master of Science in Instructional Systems and Learning Technologies • Florida State University (July 2022)

Bachelor of Science in Psychology • Florida State University (May 2019)

Specialized Coursework

e360 AI and Immersive Learning Cohort • eTeach (2025)

Change Management for Resilient Professionals • Florida State University (2025)

Human Performance Technology • Florida State University (2022)

Applying the Quality Matters Rubric • Quality Matters (2022)

Memberships and Involvement

Association of Talent Development – Active Member (2025 – Present)

Big Brothers Big Sisters of America – Big Sister (2024 – Present)