

# Hello

## I'm Petra Soto

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## Professional Summary

Instructional Designer and Business & Technology Educator with expertise in Adobe Captivate, ScreenFlow, and Adobe Creative Cloud. I specialize in creating multimedia-rich, certification-aligned learning experiences that blend creativity with evidence-based instructional design frameworks. With over five years of experience, I have developed more than 20 digital curricula and produced over 100 multimedia learning assets, including software simulations, interactive modules, and instructional videos. I teach college-level courses in Business & Entrepreneurship, QuickBooks Online, Digital Information Technology, IB International Business, Adobe Photoshop & Illustrator, and Cloud Computing & IT Fundamentals. My work consistently delivers measurable results, including an 80% certification pass rate and a 97% overall student success rate.

## Skills

Instructional Design • Adobe Captivate • ScreenFlow • Adobe Creative Cloud (Illustrator, Photoshop, InDesign, Premiere Pro, Audition) • Curriculum Development • eLearning Development • Software Simulations • Microlearning • Scenario-Based Learning • Assessment Design • UDL & Accessibility • Business & Entrepreneurship Instruction • QuickBooks Online • Digital Information Technology • IB International Business • Cloud Computing & IT Fundamentals • Project Management • Multimedia Production • Video Editing • Audio Enhancement

## Experience

2023 - PRESENT

### Evans High School, Orlando, FL - *Business & Technology Instructor*

- Teach college-level, certification-based courses: Business & Entrepreneurship, QuickBooks Online, Digital Information Technology, IB International Business, Adobe Photoshop & Illustrator, Cloud Computing & IT Fundamentals
- Develop multimedia-rich lessons using Adobe Captivate, ScreenFlow, and Adobe Creative Cloud
- Create full digital curricula aligned to state standards and industry competencies
- Produce instructional videos, simulations, and interactive modules
- Lead curriculum planning and collaborate with faculty to improve instructional quality

2021 - 2023

### Wekiva High School, Apopka, FL - *Business & Technology Teacher*

- Designed and delivered instruction for Business, Entrepreneurship, DIT, Cloud Computing, and IT Fundamentals

- Increased student engagement by 85% through innovative instructional strategies
- Developed an 18-module digital curriculum using Microsoft Office, Nearpod, and Google Workspace
- Taught 135+ students daily across grades 9–12
- Created multimedia learning assets, including videos, graphics, and interactive lessons

2019 - 2021

#### **Orange County Public Schools- *Substitute Teacher***

- Delivered instruction across all subjects for grades K-12
- Managed classrooms of 35–55 students
- Created and delivered lessons when plans were not provided

## **Education**

2021-2023

#### **Full Sail University, Winter Park, FL – *Master of Science in Instructional Design & Technology***

Graduated August 2023

2017-2019

#### **Valencia College, Orlando, FL – *Bachelor of Applied Science in Supervision & Management***

Concentrations: Business, Organizational Leadership, Human Resources

## **Certifications**

Adobe Certified Professional (Illustrator, Photoshop, InDesign, Premiere Pro, Audition) Florida  
Educator's Temporary Certificate – Business Education (Grades 6–12), Certified Entrepreneurship & Small Business Teacher – OCPS, QuickBooks Online Instruction & Certification Prep Real Estate License – Century 21 School of Real Estate