

AAISHA YUSUF LAKDAWALA

K-12 | SENIOR INSTRUCTIONAL DESIGNER | COPY EDITOR

US AND INDIAN CURRICULUM & STANDARDS SPECIALIST | MATHEMATICS SME | EDITORIAL QA

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POSITIONING

K-12 Curriculum • Instructional Design • Learning Operations • Standards Alignment • Assessment • LMS • Content Development

PROFESSIONAL SUMMARY

K-12 educational content and instructional design professional with 11+ years of experience in curriculum development, copy editing, proofreading, instructional design, standards alignment, assessment development, and academic quality assurance. Experienced in developing, editing, reviewing, and validating K-12 mathematics and educational content across textbooks, teacher guides, assessments, solutions, lesson materials, and digital learning resources. Strong expertise in US K-12 curriculum, Common Core/CCSS, content accuracy, editorial consistency, American English, and Chicago Manual of Style (CMOS). Experienced in reviewing content for grammar, clarity, punctuation, terminology, conceptual accuracy, instructional coherence, grade-level appropriateness, and curriculum alignment. Extensive experience across educational publishing, EdTech, digital learning, curriculum development, assessment QA, and mathematics content review. Experienced in collaborating with content writers, editors, instructional designers, curriculum specialists, SMEs, QA teams, developers, product managers, and US stakeholders.

CAREER FOCUS

CURRICULUM & STANDARDS 40+ US states • K-12 Mathematics • Curriculum mapping • Crosswalks

INSTRUCTIONAL DESIGN Storyboarding • Learning experience design • Course structuring • LMS

ASSESSMENT & QA Assessment development • Editorial QA • Canvas • Learnosity • Brightspot

CORE COMPETENCIES

Editorial & Content Quality

K-12 Copy Editing, Educational Content Editing, Proofreading, Chicago Manual of Style (CMOS), American English, Grammar, Usage & Punctuation, Editorial Consistency, Style Guide Compliance, Content Accuracy & Validation, Editorial Quality Assurance, Content Review & Revision, Textbook & Teacher Guide Review, Digital Learning Content Review, Solution & Answer-Key Validation, Conceptual Error Analysis, Instructional Content Review, Fact & Content Verification

K-12 Curriculum & Standards

US K-12 Curriculum, Common Core State Standards (CCSS), Standards Alignment, Standards Crosswalk Development, Curriculum Mapping, Curriculum Gap Analysis, Vertical Alignment, Curriculum Progression, Prerequisite Skill Analysis, Learning Objective Validation, Assessment Alignment, K-12 Mathematics, TEKS, B.E.S.T., California CCSS, New York Next Generation Standards, Georgia Standards of Excellence, Illinois Learning Standards, CBSE, ICSE, Cambridge, GCSE

Instructional Design & Learning Experience

Instructional Design, ADDIE, Backward Design, Learning Experience Design (LXD), Curriculum Development, Curriculum Strategy, Course Design, Course Planning, Storyboarding, Learning Objective Design, Learning Path Design, Course Structuring, Learner Engagement Strategies, Adult Learning Principles, Accessibility & Inclusive Learning Design

Assessment & Academic Quality

Assessment Design, Formative & Summative Assessment, Item Writing, Question Bank Development, Performance Task Design, Rubric Development, Bloom's Taxonomy, Webb's Depth of Knowledge (DOK), Assessment Quality Assurance, Curriculum Validation, Solution Validation, Academic Review, Content Review, Feedback Implementation

Leadership & Learning Operations

Learning Design Group Leadership, Curriculum Operations, Team Leadership, Project Management, Stakeholder Management, Client Communication, SME Mentoring, Team Coaching, Quality Assurance, Resource Planning, Staff Coordination, Cross-functional Collaboration, Process Improvement

Digital Learning & Technology

Canvas LMS, Brightspot CMS, Learnosity, SCORM, Articulate Storyline 360, Articulate Rise 360, Adobe Captivate, MindSmith, Confluence, Jira, SharePoint, Google Workspace, Microsoft Office Suite, Canva, Snagit, Camtasia, Vyond

AI & Digital Skills

AI – assisted Curriculum Design, AI – powered Curriculum Mapping, AI – assisted Standards Verification, AI Content Development, AI Prompt Engineering, Workflow Automation, Learning Content Optimization, Digital Accessibility, Alt Text Development, Tech Sheet Documentation, Data Analysis using Google Sheets & Excel, Storyboard Validation, Assessment Validation, Digital Content Publishing

PROFESSIONAL EXPERIENCE

LEARNINGMATE SOLUTIONS | 2020–Present

LEARNING EXPERIENCE DESIGNER | LEARNING OPERATIONS LEAD | CURRICULUM DESIGN LEAD

Project: Imagine Learning (IML) — Curriculum Mapping & Standards Alignment

- Performed advanced K–12 Mathematics curriculum mapping and standards alignment across Common Core and multiple US state standards; worked on **item and lesson alignments across 40+ US states**.
- Developed lesson-level and course-level curriculum crosswalks to ensure comprehensive standards coverage.
- Reviewed and validated learning objectives, assessments, instructional resources, and educational content for accuracy, standards compliance, and instructional coherence.
- Conducted gap analysis for missing, redundant, inconsistent, or misaligned content; reviewed curriculum progression, prerequisite skills, and vertical alignment across grade levels.
- Collaborated with curriculum specialists, SMEs, editors, and QA teams; reviewed clarity, terminology, instructional consistency, and project requirements using American English and CMOS conventions.
- Documented alignment rationale, curriculum decisions, and review findings in Confluence and Jira; used AI –assisted tools to streamline curriculum analysis, standards verification, and content review workflows.

SRDC | 2020–Present

LEARNING DESIGN GROUP (LDG) LEAD

Digital Learning & Course Development

- Led the Learning Design Group (LDG) POD and served as the primary point of contact for curriculum and instructional design activities; supported **course outline development for 37 states**.
- Developed course design strategies, storyboard review processes, and instructional workflows; worked on **storyboarding, lesson development, assessments, and exit tickets** for digital learning courses.
- Copyedited and reviewed instructional content for grammar, clarity, consistency, American English usage, CMOS, and project-specific editorial guidelines; conducted quality reviews of storyboards, assessments, multimedia assets, and instructional content.
- Generated and reviewed assessments using Kadal and validated assessment packages through Learnosity; managed course content workflows in Brightspot CMS and coordinated publishing to Canvas LMS.
- Leveraged AI – powered tools including MindSmith for instructional content generation, image creation, and content enhancement; led Team Pulse meetings and one-on-one coaching.
- Mentored instructional designers and SMEs; coordinated with product managers, curriculum designers, developers, QA teams, and client stakeholders; managed reviews, QA, content validation, staffing, issue resolution, workflow optimization, and continuous improvement.

SELECTED PROJECT

DIRECTION EDUCARE

LEARNING EXPERIENCE DESIGNER | CANVAS DEVELOPMENT & LMS INTEGRATION

Canvas / Rise Learning Experience

- Supported Canvas development and LMS integration for the **5-week content pattern across 16 blocks**, with **20 daily storyboards per block** and approximately **10 quiz questions per day**.
- Developed approximately **4,000 questions across all 16 blocks**, including standard Canvas questions and complex types such as matching and ordering using the Classic Quiz format.
- Integrated Articulate Rise packages supplied by the client's GD team into Canvas, including manual code/HTML updates where required before upload and embedding.
- Created cumulative block-level quizzes at the end of each block, with approximately **250 questions per block**.
- Supported planned replication of the 5-week pattern into a **7-week pattern** while retaining the same 20-day structure for each block; the detailed comparison sheet and updated TOC were to be provided separately.
- Worked within documented Canvas standards for modules, pages, quizzes, assignments, SCORM, media, publishing, configuration, and functional validation; checked sequencing, content, quiz settings, embedded content, links, publishing status, and learner navigation before QA handoff.

SCOPE SNAPSHOT

16 blocks | 20 daily storyboards per block | ~4,000 questions across all 16 blocks | ~250-question cumulative quiz per block | 5-week pattern in current scope | 7-week replication planned

DELIVERY CAPABILITIES

Canvas — Modules, pages, quizzes, assignments, publishing • Assessment — Canvas questions, Classic Quizzes, scoring, validation • Rise / SCORM — Rise integration, embed/code handling, display checks • QA Readiness — Navigation, media, links, learner-facing validation

PROFESSIONAL EXPERIENCE | CONTINUED

INNOVANCE LEARNING SOLUTIONS

ACADEMIC TEAM LEAD | MATHEMATICS SME | QUALITY ASSURANCE LEAD

- Led Mathematics SMEs and content reviewers delivering K–12 US curriculum assessment projects; coordinated daily activities, assignments, timelines, workstreams, interviews, onboarding, mentoring, and quality coaching.
- Reviewed assessments, solutions, lessons, and instructional materials for conceptual accuracy, curriculum alignment, Bloom's Taxonomy, and DOK; reviewed learning objectives, activity flow, assessment quality, and learner appropriateness.
- Conducted instructional quality reviews using MindSmith and internal platforms; identified conceptual, logical, sequencing, clarity, and instructional issues and coordinated revisions.
- Collaborated with US stakeholders to clarify requirements, resolve academic queries, implement feedback, and maintain quality metrics, review documentation, and project reports.

PHYSICSWALLAH

MATHEMATICS CONTENT DEVELOPER

- Developed Grades 6–10 educational content, worksheets, question banks, and advanced problem-solving content for competitive examinations and Olympiad-style reasoning.
- Reviewed mathematical accuracy, clarity, learner appropriateness, and curriculum alignment; ensured ICSE and state board expectations.
- Designed visually supported learning content using Canva, Snagit, and Camtasia; created alt text for diagrams and graphics; storyboarded explainer videos with media teams.
- Designed interactive quizzes and assignments.

HARPERCOLLINS INDIA

MATHEMATICS CONTENT REVIEWER

- Copyedited and proofread K–5 mathematics textbooks and teacher guides using American English and CMOS; reviewed grammar, punctuation, clarity, consistency, terminology, conceptual accuracy, and US curriculum alignment.
- Improved clarity, sequencing, and conceptual accuracy; reviewed mathematical explanations, worked examples, solutions, proofs, activities, and instructional directions for correctness and readability.
- Identified grammatical, mathematical, logical, sequencing, and instructional inconsistencies; reviewed diagrams, charts, and visuals and provided alt-text guidance for digital textbooks.
- Produced detailed stepwise mathematical solutions, refined Math Lab and STEAM tasks, and evaluated the correctness and clarity of solutions and proofs.

QBS LEARNING

CONTENT DEVELOPER & INSTRUCTIONAL DESIGNER

- Developed CBSE mathematics textbooks focused on clarity, conceptual understanding, and problem solving; copyedited and proofread using American English and CMOS.
- Designed e-learning storyboards and teacher presentations; designed and reviewed digital assets using Articulate Storyline, Rise, Adobe Captivate, Camtasia, Vyond, and Canva.
- Created MCQ, short-answer, numeric-response, and application-based assessments; collaborated with content and QA teams to refine items and instructional content for accuracy, clarity, consistency, and editorial quality.
- Reviewed learner appropriateness and curriculum alignment; wrote alt text for visual learning elements and diagrams; created assessments, real-world tasks, and teacher support materials.

- Ensured appropriate content progression and alignment with curriculum expectations.

MULTIPLE K–8 / K–12 PROJECTS

INSTRUCTIONAL DESIGNER & CONTENT DEVELOPER

- Designed structured mathematics content for elementary and middle grades; created interactive worksheets, lesson plans, and e-learning modules.
- Developed activity-based learning tasks and aligned assessments; reviewed content for clarity, accuracy, learner appropriateness, and curriculum alignment.
- Ensured alignment with CBSE, ICSE, IB, and Cambridge curricula.

CO-BUILD INNOVATIVE EDUCATION SOLUTIONS AND SERVICES PVT. LTD. | 2024–2025

EDUCATIONAL SUPPORT SPECIALIST | SENIOR INSTRUCTIONAL DESIGNER | CONTENT WRITER & SME – MATHEMATICS & PHYSICS

- Researched, developed, edited, and reviewed educational content and teacher-facing resources; developed Grades 5–12 lesson plans, assessments, and instructional materials aligned with CBSE, ICSE, and NCF 2023.
- Provided expert review and feedback; conducted educator workshops and training; led end-to-end instructional design for Mathematics and Physics content.
- Designed and validated assessment frameworks and evaluation papers for teacher hiring and competency screening; created and reviewed alt text for accessible digital learning materials.
- Directed tutorials, study guides, and academic articles for conceptual clarity and rigor; served as SME for mathematical and scientific accuracy, depth, and curriculum alignment.
- Developed and refined teacher support resources to improve instructional effectiveness and classroom implementation.

CRITICAL THINKING AND PROBLEM SOLVING

CO-AUTHOR

- Co-authored Critical Thinking and Problem Solving; researched and developed higher-order thinking content and contributed to writing, editing, and structuring the book.

PRIVATE INSTITUTE

PROOFREADER & CONTENT GENERATOR

- Created teacher question papers across multiple subjects; proofread Mathematics Grades 5–12, Physics Grades 11–12, and Grade 9 Science; reviewed language, clarity, accuracy, consistency, and subject correctness.

EDUCATOR PROFESSIONAL DEVELOPMENT

WORKSHOPS & TRAINING

- Conducted workshops and training sessions for educators; focused on effective mathematics teaching strategies and educational content utilization; conducted webinars for teachers on AI in Education.

EARLIER EDUCATION EXPERIENCE | 2015–2024

DIXIT COLLEGE | 2024

HSC MATHEMATICS MODERATOR / EXAMINER

- Reviewed and moderated HSC Mathematics examination papers for accuracy and standards; evaluated student performance and provided detailed feedback to improve learning outcomes.

DIXIT COLLEGE | 2023–2024

MATHEMATICS PROFESSOR

- Taught Grades 11–12 Science with focus on advanced mathematics; prepared lectures and practical sessions; assessed performance through tests and assignments and provided feedback.

BELVEDERE SPRING SCHOOL | 2022–2023

MATHEMATICS TEACHER – GCSE

- Taught Grades 8–10 mathematics aligned with GCSE; designed critical thinking and problem-solving lessons; used varied approaches for learner needs; organized mathematics activities and competitions.

K12 & ORCHIDS INTERNATIONAL SCHOOL | 2020–2022

MIDDLE SCHOOL MATHEMATICS TEACHER

- Taught middle school mathematics online; adapted methods for online education; created interactive lessons and assessments; provided individual support.

V.W.A. HIGH SCHOOL | 2019–2020

PRIMARY TEACHER

- Taught Grade 3 online; developed age-appropriate materials and activities; engaged students through interactive learning; maintained parent communication on progress.

BELVEDERE SPRING SCHOOL | 2017–2019

SME & PRIMARY HEAD TEACHER

- Oversaw primary curriculum development and teaching standards; managed and supported primary teachers; conducted teacher training; implemented innovative teaching strategies.

KAMLA DEVI JAIN HIGH SCHOOL | 2017

TEMPORARY TEACHER

- Taught Grades 5–7; developed lesson plans and delivered engaging classes; assisted with school events and activities.

C.P. GOENKA INTERNATIONAL SCHOOL | 2016–2017

CO-TEACHER

- Co-taught Grade 5; supported lesson planning, classroom management, and assessment; supported individual learners; participated in parent-teacher meetings and provided progress feedback.

TREE HOUSE | 2015–2016

TEACHING INTERN

- Observed effective teaching methods; assisted in creating and organizing educational materials; supported classroom management and student learning.

CERTIFICATIONS & COURSES

SME – Math Content Development | HarperCollins / QBS • Academic Content Creation & Proofreading | HarperCollins • Educational Specialist | Co-Build Solutions • Generative AI for Educators | Google • AI for Educators | AIE • NEP 2020 Teacher Certification • Math Examiner Certification • TTF Certification • Research in Teaching Methodologies and Implementation (RTMI) • Innovative Teaching Methods – THT • Innovation in Education – IV National Launchpad • Teacher Innovation Award – Sri Aurobindo Society

EDUCATION

B.Ed. — Mathematics & Economics | Bachelor's — Commerce | D.Ed. — Diploma in Education | Diploma — Early Childhood Care and Education (ECCED)