

MALLORY LONG

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Greater Seattle Area

SUMMARY

Educator and curriculum designer who builds sequenced learning journeys, digital learning resources, job aids, and facilitator guides. Designs for live, digital, and blended delivery; facilitates instruction; and coaches other educators so delivery stays consistent. Combines classroom design for about 450 learners with nine years of Microsoft quality assurance, documentation, and cross-functional partnership. Uses AI-assisted tools to draft, prototype, and iterate content while holding quality standards. Based in Kirkland, WA.

LEARNING DESIGN AND FACILITATION

Music Educator and Curriculum Designer

2023-Present

Lake Washington School District, Kirkland, WA

- Design and maintain skill-sequenced learning journeys across six grade levels, with defined outcomes, checkpoints, and progression paths
- Create job aids, reference materials, and facilitation-ready guides; train collaborating teachers so delivery quality stays consistent
- Facilitate live sessions for ~450 students; model skills, run practice, and adapt pacing from observed engagement
- Translate complex instructional methods into accessible materials; refresh content from facilitator and learner feedback

Instructional Content Designer

2026-Present

Trailpost (independent educational resources), Kirkland, WA

- Design, ship, and maintain 30+ educational products (interactive modules, sequenced practice, and interface)
- Write facilitator guides and user documentation for non-technical audiences
- Iterate modules from feedback to improve clarity, usability, and learning outcomes
- Use AI-assisted workflows to accelerate drafting and prototyping, then revise to a quality bar before release

QUALITY, DOCUMENTATION, AND PROGRAM PARTNERSHIP

Software Test Engineer / Area Owner

2007-2016

Microsoft / Xbox, Redmond, WA

- Area Owner for content quality, test case authoring, and documentation: set standards, documented findings, and partnered with SMEs across teams to close gaps
- Designed and executed data-driven quality assessments for Xbox titles including Gears of War, Forza, and Halo; prioritized issues by user impact; reported results to leadership
- Playtested for usability and delivered specific, actionable feedback under tight production deadlines
- Coordinated work independently and in Agile teams; learned new tools and procedures quickly in a live production environment

RELATED EXPERIENCE

Behavior Technician and Early Childhood Educator

2017-2023

Greater Seattle Area, WA

- Differentiated support for K-5 learners with complex needs; tracked progress and coordinated adjustments with cross-functional teams
- Adapted communication for children, families, and specialists; treated confidential information with care

EDUCATION

Bachelor of Arts in Education, Interdisciplinary Child Development, Western Washington University

K-5 Teaching Certification, Washington State; endorsed in Music and Visual Arts

Kodaly methodology: sequential design, skill progression, differentiated instruction

SKILLS

Learning experience and curriculum design · Sequenced learning journeys · Job aids and facilitator guides
Digital learning content · Live and blended facilitation · Train-the-trainer support
Content standards, quality review, and iteration from feedback · Cross-functional SME partnership
AI-assisted drafting and prototyping · HTML / CSS / JavaScript · Microsoft Office (Outlook, Word, Excel)