

Melissa Gilbert Lee
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Education

San Francisco State University
Master of Arts (M.A.), Instructional Design & Technology, 2026

California Institute of Integral Studies
Bachelor of Science (B.S.), Psychology, 2025

City College of San Francisco
Associate of Arts (A.A.), Liberal Arts and Sciences / Liberal Studies, 2024

Summary

Instructional designer and learning experience designer with an MA in Instructional Design and Technology from San Francisco State University and 10+ years of design, project management, and operations experience. Builds accessible, learner-centered learning solutions, including Canvas LTI integrations and faculty professional development. Skilled in WCAG accessibility, and AI-augmented instructional design workflows using Claude Code.

Experience

Co-Founder & Product Designer
SIMPLIFY LTI, San Francisco Bay Area

Aug 2025 – Present

- Co-founded a Canvas LTI 1.3 plug-in that scans higher education courses for accessibility and usability issues, reports against CVC-OEI, Quality Matters, and Peralta Equity rubrics, and applies AI-powered one-click fixes.
- Lead all product, UX, instructional design, accessibility, and brand decisions; engineered for FERPA compliance.
- Designed end-to-end faculty workflows aligned with WCAG 2.1 AA accessibility standards and learner-centered design principles.

Learning Design Consultant
SIMPLIFY Higher Ed, Remote

Jan 2026 – Present

- Higher education consulting practice partnering with colleges and universities on accessibility audits, instructional design workflows, and modernizing legacy LMS infrastructure.
- Lead design strategy, UX and product design, brand identity, and digital presence across client engagements.

Instructional Design Intern
Barstow Community College, Remote

Jul 2025 – Present

- Design professional development for community college faculty, including content pages, interactive multimedia, and assessments delivered via Canvas LMS.
- Partner with academic leadership on curriculum design aligned with WCAG accessibility standards and adult learning principles.

Director of Operations
SF Art Book Fair, SF, Ca

Dec 2022 - July 2024

- Led operations and programming for a multi-day event with 20,000+ attendees and 170 exhibitors, managing stakeholder relationships, vendors, and accessible event design.
- Trained and guided volunteers, creating clear protocols and process documentation to improve consistency across teams.
- Streamlined submission and review processes, improving clarity for participants and reducing administrative overhead.

Director of Operations
Paloma Home Studio, Oakland, Ca.

Dec 2020 - Jan 2024

- Partnered with leadership to implement systems supporting client engagement and strategic initiatives; managed contracts, vendor relations, and risk mitigation.
- Onboarded and trained staff, developing workflow guides and process documentation.
- Facilitated collaborative team workshops; designed visual marketing assets and brand kits.