Instructional Design| E-Learning | Training Facilitator | Professional Development | Coach | Health & Wellness

With over 15 years of expertise in adult training, instructional design, and coaching, I specialize in deploying effective learning solutions both online and onsite. This experience positions me as a versatile candidate capable of contributing to various aspects of organizational development.

**Relevant Work Experience**

**Abbott - Quality Compliant Training Specialist/Instructional Designer (Contract)**

Scarborough, Maine

*07/2024 - Present*

* Design, develop and convert training programs, utilizing the latest training techniques and technologies, to increase learning effectiveness.
* Partner with managers to identify learning needs, define timelines and requirements, and develop comprehensive programs tailored to different groups within the Business Unit (BU) department.
* Utilize Learning Management (LMS) tools to identify, create, assign, and track training programs across departments.
* Set up and manage training audiences, certifications, and courses, tracking in-class, online, onsite, and offsite training.
* Oversee course assignments, monitor completion rates, and inform managers when training is finalized.
* Take initiative to ensure work accuracy, applying existing methods to typical issues and escalating complex tasks to advanced personnel to assure projects are done in a timely manner.
* Input and organize content in the LMS, adhering to organizational structures and naming conventions.
* Continuously monitor how effectively learning has been transferred to employees.
* Develop and distribute reports as scheduled or requested

**The Kings College Online (No longer in operation) -Professional Development Specialist/Instructional Designer**

Remote Worker, Phoenix Office

*01/2022- 05/2023*

* Developed blended learning programs and activities based on adult learning theories.
* Utilizing the latest authoring and video editing tools created eLearning tutorials, software simulations, and learning assessments.
* Achieved success in spearheading training initiatives, fostering corporate culture, and excelling in dynamic settings.
* Partnered with subject matter experts (SMEs) and stakeholders to conduct research and provide learning needs analyses, identifying training needs and desired outcomes for the target audience across the online department.
* Held weekly online virtual onboarding and training sessions for various technologies for small groups and individuals, providing a nurturing and coaching culture.
* Gathered and synthesized information and data to identify recommendations for learning solutions.
* Set up and constructed corporate repositories in SharePoint sites to hold all corporate documents.
* Played a pivotal role in cultivating and sustaining a vibrant corporate culture, fostering employee well-being and engagement through initiatives like 15-minute mindfulness sessions and virtual game nights.

Freelance Trainer | Health and Wellness Facilitator and Coach

Worldwide (Vietnam, Taiwan, Turkey, Honduras, and USA)

*12/2016 – 01/2022*

* Prepared and presented training on different educational methodologies, thinking processes, and ESL (English as a Second Language) strategies.
* Held seminars and coached clients in the realms of health and wellness, offering expert guidance on weight management, yoga, mindfulness, and holistic healing practices.

Jerome School District - **District** ESL Coach and Assistant District ESL Coordinator

Jerome, Idaho

*08/2014 - 07/2016*

* Coordinated district ESL testing training programs including classroom scheduling, course registration, participation tracking and reporting, data management, materials management, logistics, staff support, and assisted with training facilitation as needed.
* In coordination with the leadership team for the school district, collaborated with all district stakeholders including building administrators, teachers, students and parents to develop L&Ds and trainings that were engaging, and results driven.
* Produced a series of training and professional development initiatives to drive teacher performance resulting in an 8% increase in ESL scores districtwide.
* Revised, organized and developed job aids and manuals for ESL administrative tasks and standard operating procedures (SOPs) for all teachers in the district, ensuring they were accurate, standardized, up to date, effective, and implemented.
* Mentored teachers and provided developmental feedback through observations, peer learning, and modeling.
* Created instructional end goals and content that allowed learners to meet the goals, then evaluated learner’s performance by developing assessment instruments.

Sur College of Applied Sciences- ESL Instructor & Technology Coach

Sur, Oman

*08/2013 - 07/2014*

* Led trainings on how to utilize the LMS, modern technological interactive teaching resources, and materials to enhance student learning.
* Created learning materials to assist in training.

**Gyeongju University** - **ESL Instructor**

Gyeongju, South Korea

*03/2011 - 03/2013*

* Conducted training for Korean elementary school teachers on newer TESOL methodology and strategies, and their application.
* Worked collaboratively with a group of teacher trainers to create materials for the teacher trainings.
* Taught English I & II to freshmen and sophomores.

**Businesses, Universities, & Schools** - **ESL Instructor**

Japan

*04/2000 – 3/2006*

* Trained managers at Toyota & Mitsubishi in Western Culture Courses to prepare to live abroad.
* Taught at universities, colleges & ESL businesses to a wide range of students and abilities; 85% of which were adults.

**Education**

**Master of Arts**: Teaching English as a Second Language (TESOL) -**University of Sunderland**, Sunderland, UK 2015

**Bachelor of Science**: Construction Engineering and Management -**Arizona State University**, Tempe, AZ 1997

**Courses**

Introduction to Digital Arts – Glendale Community College Online, Glendale, AZ Finish 12/13/2024

**Tech Skills**

Articulate 360 • Camtasia • Snagit • InVideo • Animaker • Vyond • Movavi • Filmora • PowerPoint • O365 & Apps • SharePoint • Teams • Google Workspace • Blackboard • Moodle • Canva • METRO Cornerstone • Agile (Oracle) • Adobe Illustrator • Photoshop (Basic) • Asana