**Vanessa Holmes**

**Portfolio:** www.vanessawholmes.com

**Contact:** vanessawholmes@gmail.com

|  |
| --- |
| **Professional Experience** |

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

Abbott | Scarborough, Maine

July 2024 – Present

* Conduct needs assessments and partner with managers to develop tailored learning solutions aligned with compliance and regulatory standards.
* Manage and update course materials, training records, and delivery logistics across various formats (in-person, virtual, online), ensuring timely access and adherence to organizational requirements.
* Design and assign training to support the integration of two legacy business units; manage Cornerstone LMS and evaluate training needs driven by policy changes.
* Oversee the full lifecycle of job descriptions—from drafting and stakeholder review to approvals and system activation—and develop a training matrix to align required learning with each role.

**Freelance Instructional Designer**

Remote

Jun 2023 – Present

* Design and develop customized eLearning content using instructional design principles and authoring tools like Articulate and Vyond.

**Professional Development Specialist/Instructional Designer**

The King’s College Online (No longer in operation) | Remote

Jan 2022 – May 2023

* Conducted training needs analyses to identify skill gaps and develop measurable training objectives.
* Designed, developed, and delivered blended learning experiences using Articulate and video editing tools to create engaging eLearning tutorials and software simulations.
* Facilitated virtual instructor-led training sessions, providing one-on-one, small, and large group support for diverse learners.
* Partnered with subject matter experts (SMEs) to create custom learning solutions, aligning training initiatives with organizational objectives.
* Evaluated training effectiveness through feedback, metrics, and iterative updates to materials and methods.

**Freelance Trainer**

Worldwide (Vietnam, Turkey, Honduras, and USA)

Dec 2016 – Jan 2022

* Delivered international training sessions on instructional methodologies and ESL strategies for adult learners.

**District ESL (English as a Second Language) Coach and Assistant District ESL Coordinator**

Jerome School District | Jerome, Idaho

Aug 2014 - July 2016

* Designed and implemented engaging, results-driven learning and development initiatives tailored to diverse learner needs in close collaboration with district leadership and key stakeholders.
* Led professional development programs, driving an 8% improvement in district-wide ESL performance through targeted training efforts.
* Streamlined instructional resources, revising and standardizing job aids, SOPs, and training materials.
* Developed instructional content and assessments aligned with learning objectives.

ESL Instructor | Technology Coach | Trainer

Japan, Korea, Oman, Taiwan

2000-2014

* Designed and facilitated workshops on LMS platforms and interactive teaching technologies to boost learner engagement and instructional effectiveness.
* Delivered one-on-one and group training sessions, supporting smooth transitions to new applications, methodologies, and workflows.
* Trained Korean educators on TESOL strategies and co-developed teacher training materials in collaboration with a team of international trainers.
* Conducted cross-cultural training for Toyota and Mitsubishi managers preparing for overseas assignments.
* Taught diverse adult learners at universities, colleges, and ESL institutions, tailoring instruction to a wide range of language abilities.
* Led interactive classroom sessions ranging from 30 minutes to 8 hours, using dynamic methods to maximize engagement and improve outcomes.

|  |
| --- |
| **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

|  |
| --- |
| **Skills** |

Articulate Storyline and Rise 360 • Camtasia • Movavi • Filmora • Vyond • Animaker • InVideo • O365 & Apps • Google Workspace • Blackboard • Moodle • Canva • METRO Cornerstone • Agile (Oracle) • Photoshop (Basic) • Adobe Illustrator • Asana • Snagit • Greenshot • Icecream