

# Sonja Watson

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## Summary

I love learning and I'm always learning something new. Whether it's formal education or just in time for the task at hand. I think that's why I landed in Learning & Development, because I want to share that same spark for learning something new with others. Learning doesn't always have to be the destination, for the journey can be just as marvelous.

## Experience



### Instructional Design Specialist

Protolabs

Aug 2019 - Present (2 years 10 months +)

Coordinate the development and revision of training content, which includes conducting needs analysis, determining appropriate medium, coordinating pilots and subsequent revisions, and coordinating rollouts and evaluation for programs. Working closely with internal departments and external vendors to plan, design and develop training solutions, documentation and support materials.

- Maintain, revise, update, write, and distribute training content & materials.
- Develop a working knowledge of the business, understanding of subject matter, and impact on audience for course content development.
- Develop and manage a process for timely revisions of all training materials and programs.
- Work with external vendors to coordinate software needed to execute instructional design.
- Work with internal departments to offer training support to rollouts and initiatives.
- Collaborate with internal teams and Subject Matter Experts to develop, design, and write training programs and materials as needed.



### Manufacturing Training Specialist

Protolabs

Jun 2015 - Aug 2019 (4 years 3 months)

Responsible for developing and administering training materials and instruction materials for operations employees and department trainers. Work with department trainers, area managers and shift supervisors to deliver, coordinate, certify, and document training for employees.

- Conduct classroom style training session for all operations personnel, in various production functions.
- Identify and convert traditional classroom-style training topics into eLearning modules.
- Work with technical leads and managers to create effective user-focused work instructions, and other training materials as needed to support manufacturing training efforts.
- Produce training materials for in-house courses as appropriate. Amend and revise materials as necessary, in order to adapt to changes that occur in the functional areas.
- Coordinate and maintain training materials as a result of process or work instruction updates.
- Establish consistent documentation practices across operations
- Ensure that each area has work instructions and training materials completed, and they are reviewed and updated periodically, as needed.
- Identify and assess training needs of operations staff by conferring with managers and supervisors

- Coordinate, schedule and conduct technical training for new hires and current employees in the operations areas.
- Organize the training, including: review the list of participants, distribution of materials and training, monitor trainee in training, support OJT trainers in training.
- Contact with line managers/supervisors to build up schedule for training materials
- Helping line managers and OJT trainers to solve specific training problems, either on a one-to-one basis or in groups
- Coordinate with department OJT trainers to ensure that proper training is occurring and is being recorded appropriately.



## **Manufacturing Documentation Specialist**

### **Protolabs**

Jun 2013 - Jun 2015 (2 years 1 month)

Primary Duties and Responsibilities:

- Monitor and adjust production processes or equipment for quality and productivity.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to written processes and/or training documents
- Use relevant information and individual judgment to determine whether events or processes comply with Proto Labs and/or department standards.
- Working with Engineers, technical leads, and managers, create and maintain Work Instructions and other training materials as needed to support training efforts.
- Provide Technical content in support of training efforts
- Define process requirements to implement technical changes.
- Audit employees/work instructions on a regular basis to ensure compliance with current process and safety procedures.
- Conduct and coordinate internal audits in support of ISO-9001 activities.

## **Education**



### **University of Minnesota**

#### **Bootcamp Certificate**

Dec 2021 - Jun 2022

Full Stack Web Development Skills; Including:

- Computer Science applied to JavaScript
- Browser Based Technologies
- Deployment
- Databases
- Node.js
- Quality Assurance
- Agile Development



### **University of St. Francis**

#### **Bachelor's Degree, HR Management**

2015 - 2020



### **Oregon State University**

#### **E-Learning Instructional Design and Development Certificate**

2018 - 2019

- Designing Effective E-Learning
- Exploring E-Learning Tools
- Developing and Implementing E-Learning
- E-Learning Assessment and Evaluation
- E-Learning Practicum



### **University of Minnesota**

Professional Train-the-Trainer Certificate, Workforce Development and Training

2016 - Present

- Assess Training Needs
- Design and Develop Training Solutions
- Deliver High Impact Presentations
- Measure Training Results
- The Internal Consultant

### **Psychological Associates**

Certificate, Q4 - Leadership Through People Skills

2013 - Present



### **Hennepin Technical College**

Associate's degree, Manufacturing Engineering Technology

2010 - 2012

## **Licenses & Certifications**



**Adobe Captivate Specialist (2019 release)** - Adobe

CREDLY-21644219

## **Skills**

Instructional Design • Vyond Animation Software • Adobe Captivate • Adobe Premiere Pro • Adobe Photoshop • Adobe Illustrator • Adobe Audition • OBS Studio • iSpring • Cornerstone