

APOORV JAIN

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Executive Summary

Experienced L&D Manager with 9+ years of success delivering global learning initiatives. Skilled in leading cross-functional teams, executing end-to-end projects, and managing budgets. Expertise in LMS management, curriculum design, and leveraging data to boost engagement and performance. Known for strategic planning, stakeholder alignment, and driving measurable learning impact.

Core Expertise

- L&D strategy & execution
 - End-to-End Project Management
 - Budget Management and Cost Control
 - Stakeholder Engagement and Cross-Functional Collaboration
 - Project Management Methodologies: ADDIE, Kanban
 - Onboarding Program Leadership and Coordination
 - Leadership training and coaching
 - Training Program Design, Development & Facilitation
 - Learning management systems (LMS) - Administration & Optimization
 - Reporting, Dashboards & Data-Driven Decision Making (Power BI, Excel)
 - Change Management and Process Improvement
 - E-learning Authoring Tools (Storyline 360, Camtasia, Synthesia)
 - Communication, Team Leadership & Coaching
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Work Experience

Amazon | Luxembourg, Luxembourg **Learning and Development Manager**

06/2022 - Current

- Managed onboarding programs by partnering with Career Development, HR, and Practice Area teams to ensure customized solutions.
- Spearheaded L&D initiatives at various levels to meet employee development needs aligned with business goals.
- Led change efforts to enhance curriculum and training delivery methods for improved efficiency.
- Fostered collaboration with Global L&D teams for sharing best practices across regions.
- Mentored L&D Specialists while overseeing multiple offices, promoting professional development.
- Executed regional and global training sessions while coaching new trainers for effective knowledge transfer.
- Identified skills gaps in partnership with senior management to formulate targeted development strategies.
- Monitored Learning budget to define financial needs and ensure cost efficiency throughout initiatives.

PepsiCo | Hyderabad, India **Associate Manager**

11/2021 - 05/2022

- Led project scoping and operationalization by gathering requirements, creating detailed work plans, and coordinating cross-functional teams.
- Oversaw integration of external learning content (LinkedIn Learning, O'Reilly, getAbstract)

- and collaborated with IT to implement and troubleshoot LMS enhancements.
- Developed simulations and training videos to facilitate user adoption of Degreed platform features such as Journeys, Pathways, and Smartcards.
- Maintained up-to-date system training materials and ensured clear communication with relevant stakeholders.
- Managed process documentation for intake, development, QA, and tracked course progress through reporting dashboards.
- Provided vendor oversight, consolidated user feedback, and promoted best practice sharing across learning teams to enhance program effectiveness.

Boston Consulting Group | Gurugram, India

02/2018 - 10/2021

Global Learning Experience Design and Development Specialist

- Led planning and execution of e-learning development projects across multiple time zones, ensuring alignment with global learning objectives and compliance requirements.
- Designed and refreshed mandatory statutory and primer courses using advanced authoring tools, including Storyline 360, enhancing learner engagement through multimedia integration.
- Managed BCG's LMS and Egnyte repository as custodian, overseeing content upload, quality assurance, and consistent application of best practices.
- Developed innovative e-learning solutions including virtual reality courses and voice recognition modules, recognized with multiple global awards for innovation and impact.
- Spearheaded migration of course content from legacy SABA to SABA Cloud platform, ensuring seamless transition and improved user experience.
- Conducted rigorous technical testing and integration to maintain high-quality course delivery standards.

Enabling Dimensions | Gurugram, India

03/2016 - 02/2018

E-learning Developer

- Collaborated with subject matter experts to design and develop SCORM-compliant e-learning modules, ensuring responsiveness across devices.
- Served as liaison between content and media teams to align on program specifications and timelines.
- Created interactive assessments including matching, drag-and-drop, and multiple-choice quizzes to enhance learner engagement.
- Authored detailed functionality and specification documents and edited audio voice-overs for course delivery readiness.
- Implemented smart templates and optimized development workflows to improve project efficiency and quality.

Education

Masters in Computer Science Engineering

01/2016

Gautam Buddha University | Greater Noida

Certifications

- Unity User Certifications for Programmer
- Unity User Certifications for VR