

Andrew Burns, M.Ed

Instructional Designer
Training Specialist
E-Learning Designer

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PROFESSIONAL PROFILE

Instructional Designer/Training specialist with more than seven years of experience with a background in education, project management, learning and instructional design, and software development. Effective at combining creativity, problem solving, and critical thinking to help others improve their learning opportunities in a 21st century learning environment life in the workplace and classroom. A lifelong learner with strong work ethic and open-mindedness to incorporate my experience into my training while learning new skills for my overall career growth.

PROFESSIONAL EXPERIENCE

FindLaw, Thomson Reuters
Digital Solutions Trainer
Eagan, MN November 2019-Present

- Collaborate with company stakeholders and subject matter experts to identify learning needs and targets. Developed instructional and assessment methods to train staff on products, systems, and procedures based on ADDIE and skill gap analysis learning models.
- Oversee and assist with the build of the learning management system designed to meet FindLaw's specific needs. This learning platform provided a central location for employees to gather documentation and tutorials for their respective roles.
- Produce and deliver learning and development courses and materials for team members in project management, web content, digital marketing, and PPC personnel through in person or virtual delivery.
- Write and design learning materials for the e-Learning Curriculum Courses for FindLaw. These courses were built using Articulate Rise, Snagit, and Camtasia. They include courses on FindLaw products, web accessibility best practices, Wrike time tracking procedures, new employee orientation, and FindLaw specific roles and responsibilities.
- Develop and train in person and virtual trainings including new employee-orientation, intern orientation, effective communication, Wrike Time Tracking, WordPress and Divi skills, and Microsoft Teams.

EDUCATION

Master's of Education, Learning Design and Technology Integration

Saint Mary's University of Minnesota
2016-2018

Bachelor's Degree, Applied Arts in Teaching Social Studies in Secondary Education

University of Minnesota Duluth
2009-2013

CONTINUING EDUCATION

Full Stack Web Development Certificate

University of Minnesota Twin Cities
2018-2019

KEY SKILLS

- PROJECT MANAGEMENT
- IN PERSON AND VIRTUAL EDUCATION TRAINER
- CURRICULUM DEVELOPMENT
- ORGANIZED
- DETAIL ORIENTED
- STRONG COMMUNICATION SKILLS

TECHNOLOGY SKILLS

- ARTICULATE- RISE & STORYLINE
- WORDPRESS
- MICROSOFT OFFICE 365
- WRIKE
- CAMTASIA

FindLaw, Thomson Reuters

Project Manager

Eagan, MN July 2018-November 2019

- Managed and lead a team of website professionals in an Agile work environment
- Coordinated important milestones and tasks with a team to deliver custom websites for attorneys to increase their online marketing performance
- Mentored and coached new project managers on the team to complete their daily responsibilities

ADDITIONAL EXPERIENCE

- Minnesota Math and Science Academy - Social Studies Department Head and Teacher - Saint Paul, MN August 2017 - June 2018
- World Learner School - Secondary Social Studies Teacher - Chaska, MN July 2015 - August 2017
- Brightmont Academy- Instructor (Social Studies, Music, Technology) - Plymouth, MN September 2014- June 2015

LEADERSHIP

- Lead and managed the learning and development during management overturn period in summer 2021
- Redesigned and facilitate the FindLaw Digital Solutions New Employee Onboarding Training Program
- Coordinate and lead meetings with key stakeholders, subject matter experts, senior and management colleagues to identify key learning opportunities
- Social Studies Department Head at the Minnesota Math and Science Academy

REFERENCES

References upon request.

ACHIEVEMENTS

- RECOGNIZED BY THE HEAD OF CUSTOMER SUCCESS & SUPPORT FOR THE CALL SCHEDULER AND WEB ACCESSIBILITY TRAININGS FOR FINDLAW DIGITAL SOLUTIONS
- WORKED ON AWARD WINNING WEBSITES AS PROJECT MANAGER LEADING THE FULFILLMENT TEAM