

bobby garcia

Instructional Systems Designer/Developer

With extensive experience in instructional systems design, computer / web-based training, multimedia development, test and evaluation, and rapid e-learning tools, I am able to successfully coordinate the implementation of online curriculum courses.

SKILLSET

- ADDIE Instructional Design Model
- Adult Learning Principles
- Adobe Captivate
- Adobe Flash
- Adobe Dreamweaver
- Adobe Audition
- Adobe Photoshop
- Adobe Premiere
- Adobe Illustrator
- Adobe Fireworks
- HTML5/CSS
- SCORM/508 Compliance
- Microsoft Office User Specialist
- A+ Certified

Bobby Garcia
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EXPERIENCE

Nov 2017 – Feb 2018

Instructional Designer/QA Specialist

General Dynamics Information Technology (GDIT) | Dahlgren, VA

- Utilized Authoring Interactive Materials (AIM); AIM Content Planning Module (CPM); AIM Learning Objective Module (LOM); and NETC Course Development and Revision End-to-End Process.
- Assisted with developing Training Situation Analysis; Training Systems Analysis; and Front-End Analysis in order to maintain a life-cycle process comparing Job Duty Task Analysis (JDTA) data to existing Course Training Task Lists (CTTL) and learning objectives to identify training gaps or deficiencies.
- Conducted analysis of training requirements and media requirements.
- Ensured integrity of task analysis; training requirements; training hierarchies; instructional materials; and evaluation plans.
- Interacted with customer and subject matter experts to ensure technical accuracy of instructional content.

May 2017 – Oct 2017

Instructional Design Consultant

Dougherty & Associates, Inc. | Alexandria, VA

- Support all learning efforts for HR Solutions division of Health and Human Services transition to Enterprise Human Capital Management (EHCM) system.
- Design, develop, implement, and evaluate training solutions.
- Create plans of instruction, storyboards and design documents for projects.
- Participate in focus groups for requirements gathering sessions with client.
- Help identify methodology and media best suited for conveying information to users.
- Ensure all training documentation is maintained and kept current with any changes within the applications.
- Provide expertise in testing phase of Enterprise Performance LifeCycle (EPLC), including 508 compliance and User Acceptance Testing (UAT).

Sep 2014 – Apr 2017

Principal Training Specialist

GDIT | Navy Yard Washington, DC

- Oversee, plan, and assign the development of computer-based training (CBT) products including courses, audio, and video development for Office of Human Resources (OCHR) Civilian Workforce Development Division (CWDD).
- Developing and maintain the CBT development processes and standards.
- Function as the 508-compliance/Accessibility manager.
- Along with representatives from EEO, led the effort to establish the organization's standard for meeting accessibility requirements in training.
- Responsible for ensuring products developed within CWDD adhere to the standard, and consult with commands (or their vendors) on how to meet the same standards in their development.

U.S. Citizen | Active Secret Clearance

EMPLOYMENT HISTORY

11/2017 – Present | GDIT

Instructional Designer/QA

05/2017 – 10/2017 | DAI

Instructional Design Consultant

09/2014 – 04/2017 | GDIT

Principal Training Specialist

05/2011 – 05/2014 | ADC

Multimedia Specialist

12/2006 – 07/2010 | GDIT

QA / Training Team Lead

09/2001 – 11/2006 | NTA

Graphic Specialist

03/2000 – 02/2001 | JHU/SPSBE

Administrative Assistant

09/1997 – 12/1999 | BAE Systems

Configuration Analyst

08/1995 – 09/1997 | Pathways

Office Manager

08/1990 – 07/1994 | U.S. Navy

Personnelman

ADDITIONAL

<http://bgarci3.wixsite.com/portfolio>

2018 – Certificate: Introduction to Instructional Systems Design

Alison Learning Theories Course

1990 – Orange Grove High School

Orange Grove, TX

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May 2011 – May 2014

Multimedia Specialist

Advanced Design Corporation (ADC) | Lorton, VA

- Primary developer of web-based training and mobile applications.
- Converted legacy Computer-Based Trainings (CBTs) into Interactive Multimedia Instruction (IMI) DVDs for U.S. Army PEO Soldier.
- Developed mobile web applications to be used as on-the-job training for soldiers to conveniently access content via tablets and/or smartphones.
- Conducted front-end training analyses, needs assessments, gap analyses, and learner assessments.
- Created Learning Objectives (LOs) from client-provided content, analysis reports, and/or other goals; created assessment questions correlating to LOs.
- Produced storyboards and scripts of training videos for guidance and coherent flow of instruction.
- Drafted and assembled mobile learning marketing material to include brochure, quick response (QR) codes, as well as content.
- Captured video footage chronicling an on-site rapid fielding event to be used as a training DVD throughout U.S. Army operations.
- Delivered Interactive Multimedia Instruction for U.S. Army Containerized Kitchen (CK), Modern Burner Unit (MBU), and Assault Kitchen (AK).
- Provided script, storyboard and courseware development.

Dec 2006 | Jul 2010

QA/Training Team Lead

ViPS, Inc. (GDIT) | Woodlawn, MD

- Lead full-range of duties necessary to develop and produce CBTs, WBTs and other multimedia courses using rapid e-learning tools (e.g., Adobe Captivate, Flash, Dreamweaver) to ensure SCORM/508-compliance.
- Collaborated with Subject Matter Experts (SMEs) and clients throughout development of training products.
- Created LOs and assessment questions correlating to LOs.
- Produced storyboards and scripts of training videos for guidance and coherent flow of instruction.
- Developed and approved course outlines, style guides, and other design guidance documents.
- Assured training and quality measurements fulfill operation needs, objectives, and relevant compliance issues.
- Created and reviewed student training evaluations to measure effectiveness.
- Scheduled and delivered weekly e-learning and instructor-led trainings to help desk customer service representatives.
- Pursued emerging training technologies and strategies to enhance the WBT effort.
- Converted 50% of New Hire Training presentations to WBTs hosted on company LMS in support of Centers for Medicare and Medicaid Services (CMS) CSMM contract.
- Organized and conducted team meetings.

U.S. Citizen | Active Secret Clearance