# **NAMITA SINGH**

## INSTRUCTIONAL DESIGNER

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New Delhi

# **Profile Summary**

Experienced and results-driven Instructional Designer with over 8 years of expertise in developing impactful learning solutions. I excel in crafting corporate learning solutions, having partnered with a diverse array of international and national clients across industries such as automobile, Manufacturing, Fintech, FMEG, MLM, Technology, FMCG, and beyond. My proficiency includes designing and delivering customized product training, skill enhancement, and behavioral programs. I am dedicated to creating engaging and innovative learning experiences that empower individuals and organizations to achieve their fullest potential and drive transformative outcomes.

#### Professional Skill

- · Course Creation
- Storyboarding
- · Corporate Training
- · Curriculum development
- · Design Document
- E-Learning
- · Client Handling

- Gamification
- Simulation
- · Microsoft Office
- Vyond
- Powtoon
- Camtasia
- LMS

- · Articulate-Storyline
- Canva
- ADDIE,SAM
- · Adobe Aftereffect
- WBT,ILT,VILT
- · Product Training Solution
- Behaviour and Skill training solution

- AR/VR/MR Unity
- · Generative AI tools
- · Video editing
- Team Handling
- Adobe Photoshop
- Lectora
- · Audio editing

# **Work Experience**

# NIIT ,Gurugram Instructional Designer-Team Lead

Feb 2024-Present

- Worked closely with Schneider, Hyundai, and other clients to understand their specific training needs.
- Collaborated with Subject Matter Experts (SMEs) to define clear learning objectives and align them with the company's business goals.
- Designed and developed interactive e-learning modules for clients such as **RCM and Ford.** These modules included scenarios, quizzes, and simulations to enhance the learner's engagement and retention.
- Created detailed storyboards outlining the flow, content, and interactivity for web-based training modules for clients like **Havells and Jubilant FoodWorks**. Ensured that the learning content was instructional and aligned with the client's goals.
- Developed comprehensive ILT and VILT materials for clients such as Ford and Hyundai. These included PowerPoint presentations, facilitator guides, and participant workbooks, making sure that trainers had the necessary tools to deliver effective training.
- Created short, impactful video nuggets for Schneider and RCM, focusing on micro-learning, enabling employees to quickly grasp key concepts in a condensed, visual format.
- Tailored learning experiences to the specific cultures and challenges of clients like Jubilant FoodWorks and Havells, ensuring that the content resonated with their diverse workforce.
- Applied instructional design best practices and adult learning theories to ensure all content, including WBT, ILT, and VILT, was engaging, relevant, and effective in meeting the learners' and business objectives.
- Designed storyboards for each e-learning module to ensure the flow of information was logical, engaging, and aligned with Tata ELXSI
- Worked closely with AR/VR developers and 3D modelers to ensure the technical accuracy of automobile models, ensuring that all learning materials reflected real-world automotive designs and challenges.

### **Work Experience**

# Ceasefire Industries Private Limited Instructional Designer -Assistant Manager

Jan /2023-FEB/2024

- Conducted detailed needs assessments for major fire safety clients and other manufacturing clients to understand their specific training requirements and safety concerns.
- Collaborated with clients to identify key areas for training, ensuring that programs addressed their unique challenges and compliance needs.
- Designed and developed customized training curricula and materials tailored to the needs of fire safety and manufacturing clients.
- Created content on various topics, including fire extinguisher types, proper usage, maintenance protocols, and emergency response procedures.
- Developed high-quality instructional content, including manuals, e-learning modules, and multimedia presentations, to effectively communicate fire safety information.
- · Incorporated client-specific scenarios and examples to make the training more relevant and practical.
- Facilitated training sessions for clients, using a mix of classroom instruction, online courses, and hands-on demonstrations.
- Provided personalized support to clients during training sessions, addressing any questions or concerns and ensuring a thorough understanding of the material.
- Acted as a primary point of contact for major fire safety and manufacturing clients, offering expert advice and guidance on trainingrelated matters.
- · Assisted clients in integrating fire safety training into their existing safety programs and procedures.

# **Exampur Private Limited**

# **Instructional Designer**

*April/2020-Jan/2023* 

- Engage with corporate(**Bhutani group**, **upGrad**) and higher education clients to conduct comprehensive needs assessments.

  Identify specific learning objectives, challenges, and opportunities for leveraging Metaverse technologies to meet their educational goals.
- Develop innovative and immersive learning experiences using Metaverse technologies such as virtual reality (VR), augmented reality (AR), and mixed reality (MR).
- Collaborate with subject matter experts (SMEs) to create high-quality educational content. This includes developing detailed instructional materials, interactive simulations, and virtual scenarios that align with the curriculum and learning outcomes for both corporate and academic settings.
- Implement assessment and evaluation strategies to measure the effectiveness of Metaverse-based learning solutions.
- Serve as the main point of contact for corporate and higher education clients, providing expertise and guidance throughout the project lifecycle. Customize solutions to align with the specific needs and goals of each client, ensuring successful adoption and impact.
- Manage multiple projects simultaneously, ensuring timely delivery of high-quality instructional materials. Coordinate with cross-functional teams, including designers, developers, and educational experts, to achieve project objectives.

# **Work Experience**

# Success Dreams Education Instructional Designer

AUG/2016 -APRIL/2020

- Develop and implement tailored e-learning solutions for corporate clients and higher education institutions.
- . Collaborate with subject matter experts to design instructional materials that meet specific learning objectives.
- Conduct needs assessments to identify gaps in knowledge and skills and recommend appropriate learning interventions.
- Oversee the creation of engaging multimedia content, including videos, simulations, and interactive modules.
- Monitor the effectiveness of learning programs through feedback mechanisms and evaluation metrics.
- Provide ongoing support and guidance to trainers, instructors, and learners to ensure successful implementation and utilization of e-
- learning resources.
  - Employed user experience (UX) design principles to create intuitive interfaces.
- Conducted evaluations to measure the effectiveness of instructional interventions.
- Collaborated with graphic designers and multimedia specialists to enhance visual appeal.
- Designed competency-based training programs for technology sector clients.
- . Incorporated gamification elements to increase learner engagement.

#### **Education**

• Master of Science -Banasthali Vidyapith 2014-16

Bachelor of Science - University Of Delhi
 2011-14

# **Language Known**

English (Fluent) Hindi (Fluent)