

# CURRICULUM VITAE - PRESENTATION DESIGNER, SR. INSTRUCTIONAL DESIGNER

S. PRITHIVIRAJ

E-mail: [prithivi3001@gmail.com](mailto:prithivi3001@gmail.com)

Mobile: (+91)9840615586, (+91)8778075499

## ***Career Objective:***

Experienced Presentation Designer with a passion for effectively communicating ideas to clients. Skilled in creating and developing visuals, conducting research, and delivering presentations to achieve desired goals. Over 10 years of expertise in designing learning materials and program plans as a Senior Instructional Designer. Utilized technology to create tailored online courses, web pages, job aids, instructor-led training, and surveys. Collaborated with internal and external clients to achieve optimal learning solutions.

## ***Relevant Skills:***

- Time Management
- Training and Development
- Adult Learning Theory
- Instructional Design
- ADDIE Model
- Storyboarding
- Design Thinking
- Learning Management System
- Video Editing
- Project Management
- Customer Service
- *Technical Skills:* MS Office Suite, Content Management System, Adobe Captivate 9.0, Articulate Storyline 2, Snag-It, Camtasia, Ancile uPerform, Sound Forge, Audacity, SCORM
- MS PowerPoint:
  - Presentations
  - Simulations
  - Animations
  - Flyers
  - Ad Posts
  - Keynote
- MS Excel (Advanced):
  - Pivot Table
  - Charts
  - Graphs
  - VLOOKUP
  - HLOOKUP
  - Formulas
  - Data Visualization

## ***Professional Work Summary:***

### **Presentation Designer, Excel Associate:**

- Create executive presentations that visually convey an engaging story
- Use graphic design tools and software to build customized PowerPoint and Keynote presentations, templates, and content
- Assess and analyze existing presentations, then implement and propose changes
- Create high-quality visual designs that use and enhance current brand standards
- Manage personal graphic resources, including visual data, samples, standards, and guides

- Create and maintain complicated Excel spreadsheets and models
- Perform data analysis using Excel functions and tools
- Experience with data visualization

#### **Senior Instructional Designer:**

- Design, develop, implement, and evaluate online and instructor-led courses
- Leverage technology to create online courses, web pages, job aids, instructor-led training, and surveys that are relevant and specific to the target audience
- Apply instructional design and adult learning principles to learning materials
- Working collaboratively to determine appropriate training/performance solutions to close performance gaps
- Use the ADDIE model to excel at developing creating learning solutions, from scratch
- Collaborate with internal and external clients to achieve the best possible learning solution
- Develop the content outline and design the documents as per SME requirements
- Participate in client calls/meetings with clear agendas/queries to help manage client requirements
- Develop online interactive courses using ADOBE CAPTIVATE and ARTICULATE STORYLINE eLearning authoring tools
- Provide appropriate and specific inputs to other specific roles (GDs/SMEs)
- Analyze internal/client reports and fix valid issues to the satisfaction of the reviewer/client
- Ability to prioritize, schedule, and meet deadlines, learn new tasks quickly, and work independently

#### ***Professional Experience:***

##### ➤ **FREELANCER (REMOTE) - GADGETRONICS (OCT 2021 TO PRESENT)**

**Role: Presentation Designer, Excel Associate**

#### **Responsibilities:**

##### **Presentation Designer:**

- Designed visually appealing presentations using consistency in branding to transmit important ideas powerfully.
- Designed and created flyers, ad posts, and other presentation materials.
- Enhanced presentation quality by use of aesthetically pleasing layouts and visuals.
- Ability to create animations and interactive elements in presentations.
- Optimized existing presentations for improved readability and comprehension using advanced formatting techniques.
- Ensured presentations are visually appealing, professional, and aligned with brand standards
- Proficiency in MS Office Software and Adobe Creative Suite

##### **MS Excel Associate:**

- Data Visualization: Proficient in creating pivot tables, charts, and graphs to present data
- Advanced Excel Functions: VLOOKUP, HLOOKUP, Formulas

- Prepared data entry and spreadsheet reports using MS Excel
- Proficient at cleaning and arranging data to ensure correctness and consistency

➤ **INTEGRA SOFTWARE SERVICES PVT LTD (FEB 2018 TO SEP 2021)**

**Role: Senior Instructional Designer**

**Responsibilities:**

- Develop training materials and provide training for instructional technologies as needed by customers
- Develop thorough design documents and training plans utilizing effective instructional methods
- Analyze to develop training programs with the most efficient approach to meet all project goals while prioritizing, coordinating, sourcing, and managing multiple projects
- Create a high-level implementation plan and define the basic outcomes of the learning solution
- Design instructional content to reflect an understanding of the diversity of learners or groups of learners while building into the design of on-the-job application tools and learning aids
- Implement training by collaborating with the internal team to ensure materials are elevated to LMS and/or SharePoint
- Provide thorough and detailed quality assurance of all course materials
- Develop e-learning courses including designing interactions and creating storyboards as part of a global training team
- Develop online training materials using Adobe Captivate and Articulate Storyline
- Edit audio files using BalaBolka, Audacity, and Sound Forge
- Develop game-based learning programs to ensure that they meet the learner's objectives
- Work with subject matter experts to identify the target audience's training needs

➤ **GEMINI CONSULTING AND SERVICES PVT LTD (OCT 2014 TO FEB 2018)**

**Role: Instructional Designer (Consultant)**

**Responsibilities:**

- Perform effective needs analysis to accurately define learning objectives for various SAP modules
- Create training materials that include:
  - step-by-step procedures, end-user manuals, and quick reference cards (QRC)
  - training presentations and detailed instructor guides
  - in-class exercises, activities, exercise data, and learning assessments
  - software simulations using Ancile uPerform and Adobe Captivate 8.0
  - editing the recorded sessions using Camtasia Studio 8.0 to create a video file
- Create course outline and design specifications to be used as blueprint instructions for content development
- Develop e-learning courses including designing interactions and creating storyboards as part of a global training team
- Develop documentation standards for work instructions and simulations

- Develop instructionally sound training materials including presentations, storyboards, scripts, job aids, instructor guides, assessments, and other training materials as part of project deliverables
- Deliver training in: Procurement/Purchasing, Supplier Relationship Management, Finance, Human Capital Management, etc.
- Collaborate with external and internal SMEs to build and improve course content
- Perform other duties as assigned in the instructional design and development project
- Perform QA checks for all instructional media to ensure training content was instructionally sound
- Review training documentation for technical accuracy and adherence to documentation standards

➤ **STAM INTERACTIVE SOLUTIONS PVT LTD (FEB 2013 TO SEP 2014)**

**Role: Instructional Designer**

**Responsibilities:**

- Create e-learning modules from start to finish
- Perform gap analysis in the requirements and the raw content and chunk the content into logical parts
- Write effective instructional material for course deliverables including design documents, storyboards, prototypes, instructor and participant materials
- Manage the flow of projects from inception through delivery
- Identify required resources to meet learning objectives
- Create visualization and develop scenarios
- Ensure that the final project deliverables are of the highest quality
- Coordinate with the production team for development

➤ **SANKHYA INFOTECH LTD (FEB 2012 TO JUL 2012)**

**Role: Instructional Designer**

**Responsibilities:**

- Develop storyboards and content for the e-learning and 2D animation project.
- Develop online courses and multimedia learning objectives that integrate video, audio, graphics, and animation.
- Ability to research, analyze, design, develop, and customize instructional materials for CBT and WBT.
- Work with Subject Matter Experts and content experts to identify the learning need and for extracting the source content, gathering background and supplemental information, and understanding the processes in detail.
- Develop objectives and ensure the content matches the objectives.
- Develop assessments.

➤ **HI-COMMANDS TECH INDIA LTD (AUG 2010 TO JAN 2012)**

**Role: Trainee Instructional Designer**

**Responsibilities:**

- Create storyboards in MS Word
- Develop screens as per Client requirements for training of section engineers, strategic quality management, standards and production management and safety, etc.
- Utilize various pedagogical techniques such as simulations, interactive modules, etc., to ensure the effectiveness of the course-developed
- Communicate with Clients (SMEs) to meet their requirements as per Indian Railways Standards
- Key responsibility is to ensure the effectiveness of the course

**Educational Qualification:**

GRADUATION	INSTITUTE	YEAR OF PASSING
B.E (ECE)	SKR Engineering College, Chennai	APRIL 2007
Higher Secondary (+2)	Daniel Thomas Matriculation Higher Secondary School, Chennai	MARCH 2003
S.S.L.C (10th)	Daniel Thomas Matriculation Higher Secondary School, Chennai	APRIL 2001

**Declaration:**

I hereby declare that all the above information furnished about me is true to the best of my knowledge and belief.

Date:  
Chennai, India

**S. Prithiviraj**