**Aqueena H. Render**  
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**BACKGROUND SUMMARY**

Results-oriented, self-starting professional with 10+ years of experience in project management, training, organizational effectiveness, and process improvement, supporting senior leadership and managing cross-functional initiatives. Seeking to leverage proven skills in project management, training, communication, and problem-solving to effectively support organizational goals.

**AREAS OF EXPERTISE**

Training & Learning and Development | Project & Change Management | Commercial Experience | Strategic Planning & Partnership | EEDI LMS | Negotiation | Coaching & Mentoring | Problem-Solving | Analytical Skills | Process Improvement | Proofreading | Research and Pre-Clinical Development Knowledge | Team Collaboration | Virtual and Remote Teams | Smartsheets | MS Office 365 (PowerPoint, MS Teams, Excel, Word, OneDrive, OneNote, Forms) | Power BI Dashboard Management | Learning Management Systems Administration

**EMPLOYMENT HISTORY**

**Forward Next Consulting LLC – President / Consultant – LMS & Project Manager**  
Chicago, IL | Feb 2024 – Present

* Designed and delivered L&D programs for staff and volunteers, integrating LMS tools (Smartsheets, Storyline 360, JIRA) to streamline onboarding and compliance training.
* Managed multiple community-focused projects, including quarterly events, trainings, and advocacy workshops, increasing community engagement by 5%.
* Oversaw quality assurance, documentation, and regulatory compliance processes, ensuring alignment with best practices.
* Developed project plans, risk mitigation strategies, and stakeholder engagement forums to ensure transparency and shared ownership in initiatives.

**Sr. Training & OCM Specialist / LMS Administrator & Project Manager – Abbott Pharmaceuticals / Select Source International**  
Waukegan, IL | Aug 2024 – Present

* Created innovative approaches to learning that drove engagement and brand consistency.
* Developed, designed, implemented, and maintained “train-the-trainer” certification programs, including competency assessments and ongoing refreshers.
* Planned, scheduled, and completed training projects with urgency aligned to division objectives.
* Facilitated both virtual and in-person training sessions.
* Partnered with OCM teams in IT to design and deliver train-the-trainer sessions for GenAI and advanced technologies, supporting regulatory submissions.
* Integrated EEDI principles into training modules, ensuring alignment with corporate values and compliance standards.
* Streamlined data aggregation and reporting processes to support timely decision-making.
* Conducted needs assessments and customized training plans balancing compliance with development priorities.
* Managed LMS content updates to ensure alignment with evolving organizational goals.
* Proofread and standardized training documentation according to best practices.
* Tracked KPIs to measure training effectiveness and communicated results to stakeholders.
* Partnered with leadership to integrate EEDI strategies into talent development.
* Created training materials and job aids using Adobe Captivate and Vyond.
* Led sessions for audiences of 20–1,000 participants.
* Established procedures for delivery, evaluation, and reporting of learning initiatives.
* Developed diverse learning formats including online courses, simulations, and job aids.
* Maintained accurate, up-to-date training materials in the LMS.
* Simplified complex technical concepts for non-technical audiences.
* Applied organizational change strategies to enhance team performance.
* Improved proficiency in document filing, retrieval, and archiving per SOPs.

**Training Specialist / R&D Training & OCM – LMS & Project Manager – Kite Pharma, a Gilead Company**  
Remote | Oct 2019 – Feb 2024

* Managed end-to-end LMS administration, including compliance tracking and global user support.
* Directed training projects ensuring on-time, within-budget delivery.
* Applied adult learning principles to curriculum development.
* Ensured LMS compliance with global audit requirements.
* Designed and delivered EEDI-focused training programs to promote inclusivity.
* Created engaging presentations tailored for pharmaceutical teams.
* Analyzed training data to generate actionable improvements.
* Led change management projects to onboard employees to new systems.
* Provided operational guidance and strategic planning support to leadership.
* Managed Articulate 360, Adobe Captivate, and Vyond multimedia development.
* Proofread and edited training materials for accuracy and alignment with branding.
* Developed process documentation and departmental playbooks.
* Served as implementation SME and maintained strong cross-departmental partnerships.

**Executive Coordinator to Data Analysis Director / LMS Coordinator & Project Manager – Marshall B. Ketchum University, College of Pharmacy**  
Fullerton, CA | Mar 2019 – Oct 2019

* Managed Cornerstone LMS data for training records and compliance reporting.
* Coordinated projects, resources, and SharePoint content.
* Produced dashboards, allocated resources, and managed financial concerns.
* Extracted LMS data for faculty use and maintained process documentation.

**Enterprise Healthcare Trainer / LMS Trainer & Project Manager – Transtech IT / BCBSIL**  
Chicago, IL | Aug 2017 – Apr 2018

* Reported clinical project status via dashboards and managed resources.
* Trained field employees on new systems to improve adoption.
* Designed tailored training for healthcare providers to reduce errors.
* Served as implementation SME and maintained proactive stakeholder communication.

**Trainer / Care Manager – Project Manager – Next Level Health Partners LLC**  
Chicago, IL | Nov 2015 – May 2017

* Developed project plans and coordinated cross-functional teams.
* Conducted risk assessments and implemented mitigation strategies.
* Liaised with regulatory authorities for approvals and compliance.
* Created reports and presentations supporting project execution.

**Project Management / Family Therapist – Loretto Hospital**  
Chicago, IL | Aug 2011 – Apr 2015

* Developed project plans and coordinated hospital teams.
* Monitored patient progress and compliance with trial protocols.
* Conducted risk assessments and implemented mitigation measures.
* Trained clinical staff on compliance and patient care initiatives.

**PROFESSIONAL QUALIFICATIONS / EDUCATION**

* MBA, Healthcare Management – Keller Graduate School of Management / DeVry, Chicago (2017)
* MA, Counseling – Columbia College Chicago, Chicago (2011)
* BA, Communications and Counseling – Chicago (2007)

**SKILLS**

Presentation Development | Strategic Planning | Organizational/Change Management | Project Management | Training & Process Improvement | Stakeholder Management | Financial & Budget Management | Problem-Solving | Communication | Leadership | Team Collaboration | Analytical Skills | Conflict Management | Articulate 360 | Adobe Captivate | Vyond | Multimedia Development | Higher Education Training Experience