

## INSTRUCTIONAL DESIGNER AND TRAINING SPECIALIST

### Summary

Training specialist knowledgeable about theories and methods used in designing, developing and delivering successful training programs and adult learning concepts.

Current Secret Clearance (2007)

### Highlights

- More than 20 years of experience in training development applying the Instruction Systems Design (ISD) Model, (ADDIE), Workflow Process Management, and Change Management tools and methodologies.
- Designed and developed training materials in a variety of computer/web-based training tools.
- Experienced in conducting instructor led training as well as design and deployment of distance learning and mobile learning (tablets).
- Mastering Windows 7/8 (Windows Configurations and Maintenance) systems. Proficient in Microsoft Office (Word, PowerPoint, and Outlook, familiar with Excel and Access). Proficient in Captivate 4-7, Lectora, Photoshop, Senteo, Turning Point, Blackboard Collaborate.
- Incorporates the use of Social Media tools (Twitter, WordPress, Blogger, Netvibes, Diigo, etc.) in the commercial workplace.

### Accomplishments

Seven years active service United States Army with training in supply and logistics management and additional skill identifiers as an instructional designer and certified military instructor.

Experienced in logistics management, transportation management, finance and accounting, managed healthcare, and security management industries.

Coaching small groups. Teaching large classes.

### Experience

Instructional Designer and Training Specialist

September 2008 to February 2014 Amentum 1/4 China Lake , CA

Using Instructional Systems Design methodology developed multimedia based training in support of the Department of State Diplomatic Security Training Center. This includes both technical (engineers) and security personnel (DS Special Agents).

### Developed:

- Instructor led multimedia based Afghan Cultural Awareness training package which is presented to all contractor security personnel serving in Afghanistan
- Instructor-led lesson plans in support of a DVD security package
- Instructor-led multimedia overview for training U.S. Marine Security Guards
- Classroom user guides for instructors using Turning Point to score exams
- Job aids for using classroom equipment and updating security on standalone computers
- Self-paced interactive module for completing purchase request forms
- Enhanced two self-paced multimedia projects and online courses for to be added to an LMS.
- Storyboarded lessons to convert from instructor-led training to web-based training
- Transcribed audio for online courses and ensured end-user accessibility (508).
- Compiled Level 1 and Level 3 surveys to identify trending issues.
- Performed software QA testing.
- Proofed and provided inputs to online and written materials.
- Created online tutorials and job aids using Captivate and Word and stored on SharePoint.

### Training Specialist

August 2005 to September 2008 Qualis Corporation 1/4 Wichita , KS

Supported Department of Defense Transportation Management

Used ADDIE process, coordinated with Subject Matter Experts (SMEs) to develop/update instructor-led training materials in support of the following courses:

- Transportation Coordinators' - Automated Information for Movement System (TC-AIMS) II Unit Move
- Air Load Planning System (AALPS)
- Theater of Operations Mode Management

Formatted the training materials into the Automated Systems Approach to Training (ASAT) format to facilitate shared content.

Mid-level training specialist

May 2003 to May 2005 The Centech Group i¼ City , STATE

Supported U.S. Customs and Border Protection (Department of Homeland Security)

Used Systems Development Life Cycle (SDLC) procedures (project planning, risk management, quality assurance, requirements management, IT security, contract management and configuration management) and the full courseware development cycle in developing all materials.

- Monitored and updated existing Instructor and Student Guide for the Automated Targeting System (ATS) Outbound Cargo course.
- Developed and taught Train the trainer (TTT) to implement Air Automated Manifest System (AAMS) for Trade Act 2002 US-wide.
- Managed shipment of over 700 AAMS manuals for instructor-led training classes held concurrently at multiple locations to ensure timely arrival.
- Enhanced training materials for AAMS to include User Guides, Instructor Guides, and storyboarding for Computer Based Training (CBT).
- Tested the CBT materials.
- Performed Train the trainer coaching for course management administrators on-site in Buffalo during the Portal Radiation and Detection (PRIDE) rollout.

Education

Bachelor of Arts : English Literature , 1979 Arizona State University i¼ City , State

Emphasis in Medieval and Renaissance Literature

Secondary Ed certification Arizona State University i¼ City , State

Incomplete due to being recalled to active duty in the military

Master's Certificate : E-learning , 2013 George Mason University i¼ City , State

15 hour graduate certificate, 12 hours counts towards a Master's degree in Education (Instructional Design and Development.)

Courses included:

- Introduction to Curriculum Design and Development
- Innovations in Distance Learning
- Web Design
- Project Management
- Adobe Tools (Photoshop, Captivate, Dreamweaver)
- Social Media