

Miriam Manglani

Cambridge, MA 02139 • 617-792-5163 • miriam@imagineblue.com

Summary

Experienced Program Manager and developer of training programs with a strong focus on customer needs. Skilled at establishing and cultivating relationships across multiple levels of an organization. Exceptional attention to detail and ability to execute strategically while assisting the team at the ground level. Broad range of skills include defining scope; communication, risk, and stakeholder management; process improvement; technical writing; instructional design; and visual design.

Experience

Akamai Technologies

Cambridge, MA

Training Manager

2015-present

Lead Senior Documentation and Training Specialist

2014-2015

Senior Documentation and Training Specialist

2013-2014

Manage training for Global Performance and Operations, a department that manages, monitors, and maintains the world's most highly distributed computing platform.

- Hire and manage a local and remote training team: Guide employees in daily work, provide regular feedback on performance, and help employees develop and improve their skills.
- Identify, define, and implement portfolio of learning programs designed to improve operational efficiency that include informal learning sessions and learning games.
- Develop project plans to define business case, scope of work, and resources required.
- Create work breakdown structures and monitor and communicate program status and risks while developing and implementing programs.
- Measure program effectiveness by analyzing survey and assessment results.
- Managed and led a large project to migrate over a hundred courses and associated completion data from an open source LMS to Cornerstone. The project resulted in saving over half a full-time employee.
- Drove a project to streamline and standardize a blended learning on-boarding program across multiple locations that resulted in a two week reduction in training time.
- Implemented course production process, software, and templates to structure and streamline work.

Self-employed

Cambridge, MA

Freelance Instructional Designer

2012-2013

America's Test Kitchen

2011-2012

Instructional Designer

For a nationally recognized leader in the cooking publishing industry, led instructional design for a cutting-edge online cooking school that has enrolled thousands of students.

- Developed curriculum by working closely with the Editorial Director: Synthesized and edited content from print sources, drafted assessment questions, and designed the interactive learning experience.
- Helped design a custom course authoring system and LMS from the ground up by working closely with developers to identify features, test functionality, and ensure bugs are fixed.
- Managed production of over a hundred courses: Worked with outside departments to coordinate on-time delivery of assets and managed production assistants.

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CDM Smith

Senior Training Specialist

Cambridge, MA

2008-2010

- Worked with engineers to design and develop online training: Identified the business need for training, target audience, learning objectives, and the most effective delivery method; drafted detailed storyboards; designed assessments; and built training using eLearning production tools.
- Planned and project managed multiple training initiatives simultaneously.
- Designed course evaluations, analyzed evaluation results, and recommended course improvements.

Iron Mountain

eLearning Instructional Designer

Boston, MA

2007-2008

- Designed and developed online courses to deliver software application training.

Six Red Marbles

Contract Educational Product Developer

Cambridge, MA

2007

- Wrote functional specifications for the development of software that allows teachers to manage science labs and other classroom activities.

athenahealth

Instructional Designer

Watertown, MA

2006-2007

- Designed and created online courses to deliver job-specific training.

The New England Institute of Art

Adjunct Instructor in Web Design

Brookline, MA

2004 & 2005

- Developed a course syllabus, lesson plans, homework, and in-class exercises to support student learning. Taught website production skills including XHTML and CSS.

Various Companies

Web Developer and Web Designer

Boston and NY areas

2000-2004

- Held multiple positions in the field of web design and development.

Technical Skills

Articulate 360, Captivate, Camtasia, Lectora, Photoshop, Final Cut Pro X, Audacity, Visio, HTML 5/ CSS, Bootstrap, basic SQL, Microsoft Office Suite, and JIRA. Experience with Moodle and Cornerstone LMS and SCORM standards.

Harvard University, Graduate School of Education

Master of Education in Technology in Education

Cambridge, MA

June 2005

Coursework in learning technologies, learning theory, and curriculum development.

Brandeis University

Bachelor of Arts, Major in English; Graduated cum laude.

Waltham, MA

May 1998