

POOJA GUPTA

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Location : 2E, Reading road, Edison, NJ, 08817



Instructional Designer || Learning & Organizational Development Specialist || Training & Talent Building

EXECUTIVE SUMMARY

I am a result oriented, performance-focused Learning and Organizational Development professional with 10 years of experience in building Leadership, Managerial and Sales Interventions with skills in driving Talent Development and Learning, researching, designing training, communications, and human capital management interventions across various companies.

WORK EXPERIENCE

Prism Consulting, Owner, 2022 – Present

- Developed modules on Problem Solving and Decision Making, Influencing Skills, and Creativity and Innovation for a virtual instructor-led training program for a U.S.-based consumer goods company.
- Developed an eLearning module as part of refresher for a virtual instructor-led training program, focusing on the "Decoding Others" module for first-time managers of a medical billing company.
- Created instructional storyboards and learning content that incorporates interactive elements to enhance learner engagement.
- Gained hands-on experience with eLearning development tools such as Articulate Storyline, Rise 360, Adobe Captivate, Adobe Suite and Clipchamp, including voiceover, assessments, and multimedia integration.
- Designed learner-centric materials to support virtual learning environments, with a focus on knowledge retention and skills application.

Lee Hecht Harrison (LHH), ID Specialist 2020 - 2021

- Developed and updated content to align with the evolving needs of the target audience for global operations.
 - Conducted in person and Virtual Assessment and Development Centers for 500 managers at various levels within India operations.
 - Facilitated behavioral training workshops for managerial levels across India and global operations.
 - Led Training Needs Analysis initiatives for four business units within a prominent recruitment organization.
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GeBBS Healthcare, Assistant Manager - L&D, 2015-2019

- Conducted competency mapping, developed a level-specific competency dictionary, and launched competency-based workshops.
 - Assessed participants' leadership styles using Team Effectiveness and Personal Style Inventory tools.
 - Designed and curated capability development content, including simulations, case studies, games, and role-plays, tailored for managerial and leadership levels.
 - Designed and implemented psychometric assessments for team lead levels.
 - Developed and delivered refresher training on Prevention of Sexual Harassment (POSH) for designated fact finders.
 - Created content across various levels and completed a total of 10,000 hours of successful training.
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**Acumen Business Consulting, Associate Consultant,
2010-2015**

- Consistently generated revenue year-over-year by fostering strong relationships with existing clients and maintaining client retention.
 - Analysed data and provided management with insights and strategic recommendations.
 - Marketed a diverse range of training programs, from leadership and values-based workshops to sales meetings, content development, and other soft and functional skills workshops across multiple industries.
 - Managed end-to-end Organizational Development projects with durations ranging from 6 months to 2 years.
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ACCOMPLISHMENT

- Received Best Performer Award in 2016 and 2017 at GeBBS Healthcare.
 - Received Best Performer Award in 2021 at LHH India.
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CERTIFICATION

- 2014 Diploma in Indian Society of Training and Development
 - 2015 OD Developer (CDD)
 - 2015 Psychometric Test Professional (CPTP)
 - 2015 Performance & Competency Developer (CPCD)
 - 2015 OD Analyst (CODA)
 - 2017 Transactional Analysis One on One
 - 2016 GeBBS Internal Assessor for Assessment Centres
 - 2020 Instructional Design for eLearning (Udemy)
 - 2022 Articulate Storyline Essential Training
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EDUCATION

- 2022 - 2024 MS in Instructional Design, Development and Evaluation
- 2008 - 2010 Masters of Business Administration (MBA) in Marketing Management from Rizvi Institute of Management Studies & Research, Mumbai
- 2007 - 2008 Diploma in Marketing Management from Welingkar Institute of Management Development & Research, Mumbai
- 2001 - 2006 Bachelor of Arts (BA) in Economics from Ruparel College, Mumbai University