

# SAURABH SAINI

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## PROFESSIONAL SUMMARY

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Instructional designer and process analyst with a unique blend of creative design and operational expertise. Experienced in developing engaging e-learning solutions, managing LMS platforms, and creating impactful multimedia content using Adobe Creative Suite, Articulate 360, and Microsoft 365. Background spans education and manufacturing, where I've streamlined workflows, trained teams, and improved user experiences. Known for adaptability, fast learning, and clear communication, I bridge creativity with efficiency to drive meaningful results.

## WORK EXPERIENCE

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**The Dufresne Group (TDG) – Winnipeg, MB** Jan 2024 - Present

**Instructional Designer - Process Analyst / Senior ID (Promoted)**

- Led training development for 9 distribution center departments, creating 50+ courses, Storyline modules, videos, and SharePoint pages over 12 months, increasing employee retention by ~50%.
- Mapped and optimized departmental processes, integrating improvements into training programs.
- Coordinated with SMEs, cross-department teams, and colleagues to ensure timely delivery, clarity, and consistency of content.
- Managed LMS users, generated weekly/monthly reports, and administered Bindy, Intouch Insight, UKG, WinU, and Evolve systems.
- Designed templates, guides, and interactive graphics.
- Streamlined reporting and training workflows, supporting management decisions and operational efficiency.
- Produced graphics and interactive visuals to enhance learner engagement and retention.

**Chetanya Career Consultants – Haryan, India** Feb 2021 – Jun 2021

**English Teacher**

- Delivered English lessons and supported students in developing written and spoken skills.
- Assisted management in hiring and training new teachers.
- Maintained academic records to track student progress.

**Saraswati High School – Haryan, India**

**Jul 2020 – Dec 2020**

**Teacher**

- Taught mathematics and science classes and implemented effective classroom management strategies.
- Motivated students to improve academic performance and participation.
- Maintained records of lessons and assessments to monitor growth.

**Saini Pustak Bhandar – Haryana, India**

**Jul 2016 – Nov 2021**

**Sales & Operations Assistant (Family Business)**

- Managed daily shop operations including stocking, sales, and customer service.
- Applied sales strategies that improved revenue and customer retention.
- Gained practical experience in retail management and small business operations.

## **EDUCATION**

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**2022 - 2023**

E-Learning Design and Training Development from Lambton College, Mississauga, ON (GPA 4.0)

**2018 - 2020**

Bachelor of Education in Mathematics and English from Kurukshetra University, Kurukshetra, Haryana, India. (Percentage 64%)

**2015 - 2018**

Bachelor of Science in Physics, Chemistry and Mathematics from Kurukshetra University, Kurukshetra, Haryana, India. (Percentage 73%)

**2013 – 2014**

Senior Secondary School Education in Non-Medical from Board of School Education Haryana, India. (Percentage 83%)

**2011 – 2012**

Secondary School Education from Board of School Education Haryana, India. (Percentage 93%)

## **PROFESSIONAL SKILLS**

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- Proficient in Adobe Photoshop and Illustrator for creative design.
- Skilled in Adobe Premiere Pro, Audition, Creative Cloud, Connect, and Zoom.
- Experienced with Articulate 360, Rise, Camtasia, Snippet, Snagit, and Canva.
- Proficient in Microsoft 365 (Word, Excel, PowerPoint, Outlook, Teams, Visio).
- Strong communicator, emphasizing team building and customer relations.
- Exceptional organizational, multitasking, and problem-solving skills.
- Completed 15 LinkedIn Learning courses to enhance skill set.
- Familiarity with various LMS platforms including Moodle, Google Classroom, WinU, and Evolve.