





Alin Andronache

Instructional Designer

Above anything else, I value myself for the capacity to keep an open mind, be creative and continuously seek self-improvement. These are also the values I look for in others, as well as in the working environment I choose to be a part of

PERSONAL INFO

 Emanoil Buteica street, no. 29-33, sc. 2, ap. 64, Bucharest, Romania

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Data of birth: 10 October 1986 **Nationality:** Romanian

EXPERIENCE

Feb 2018 – present

INSTRUCTIONAL DESIGNER

Microsoft

Bucharest, Romania

Responsibilities:

- ❖ Perform a needs analysis to scope work required for assigned projects based on product specs and other support materials
- ❖ Guide efforts of Subject Matter Experts (SMEs) to craft appropriate training sequence and identify instructional strategies
- ❖ Augment material with appropriate activities, interim knowledge checks and summative assessments; source or create e-learning as needed
- ❖ Efficiently work with Subject Matter Experts (SMEs) to extract information required to develop training
- ❖ Create training assets from raw information
- ❖ Development of learning objectives to achieve business needs
- ❖ Development of assessments to measure knowledge gained against learning objectives
- ❖ Mine deep content to extract relevant information to meet learning objectives
- ❖ Creating performance-based design documents for instructor-led or blended materials and achieve business sign off
- ❖ Development of instructor-led or blended materials with a focus on immersive learning/use of immersive learning techniques
- ❖ Creating performance-based storyboards for eLearning materials and achieve business sign off

Oct 2017 – Feb 2018

Perform quality assurance for all learning items produced by the team by implementing the designed quality criteria

- ❖ Based on quality check results provide feedback and guidance to Learning Development Specialists to ensure structured, designed and engaging learning items
- ❖ Provide weekly status to L&D Manager on the quality performance in the team to support growth opportunities in the instructional designer area

SENIOR ASSOCIATE

Amazon Development Center

Iasi, Romania

Responsibilities:

- ❖ Managing the end-to-end processes and related tools in order to achieve business goals
- ❖ Ensuring support to the Project Management and Retail Management teams
- ❖ Developing procedures, productivity and business performance reports
- ❖ Contributing to root cause analysis in escalation management
- ❖ Identifying and implementing process improvements at process/ function level
- ❖ Training & mentoring new hires on process tasks
- ❖ Taking part in client calls, leading and documenting the discussion

Feb 2016 – Sep 2017

CATALOG ASSOCIATE

Amazon Development Center

Iasi, Romania

Responsibilities:

- ❖ Setting-up and updating product related information in the BuyVIP catalogue, in compliance with the required quality standards
- ❖ Interacting and collaborating with other departments in the company when needed
- ❖ Proposing and implementing improvement activities in order to optimize the process flow and to prevent the reoccurrence of issues
- ❖ Periodically verifying and updating work procedures in accordance with internal regulation

May 2014 – Feb 2016

SENIOR HR ASSISTANT

XEROX

Iasi, Romania

Responsibilities:

- ❖ Creating and sending out different types of work contracts and specific forms to future employees of PriceWaterhouseCoopers
- ❖ Handling high level of confidentiality documents
- ❖ Sending emails to request any missing information or outstanding documentation from the future employees
- ❖ Maintaining the relationship between the future employees and the teams involved in the entire Onboarding process - via phone and email
- ❖ Monitoring the files/documents of the future employees in order for the Onboarding process to be followed thoroughly
- ❖ Data input and maintenance in the specific systems the team is working with

EDUCATION

2010 – 2013

PHD IN HISTORY
“Alexandru Ioan Cuza” University
Iasi, Romania

2008– 2010




**MASTER OF INTERNATIONAL RELATIONS, INSTITUTIONS
AND ORGANIZATIONS**
“Alexandru Ioan Cuza” University
Iasi, Romania

2005 – 2008






BACHELOR OF HISTORY
“Alexandru Ioan Cuza” University
Iasi, Romania

KEY SKILLS

Industry Tools

Articulate 
Camtasia & Flashback 
Microsoft Office 
Cornerstone 
SharePoint 

Related

Training 
Adult Learning Theory 
Project Management 
Root Cause Analysis 
Reporting 

LANGUAGE
SKILLS

Jan 2015

Certificate in Advanced English (CAE)
Issuing institution: Cambridge English Language Assessment
Score: 91/100
Result: Pass at grade A