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| **General Information**  Tanvi Padmanabh Kelkar  Total Experience: 19+ years  Core Skill Area: Instructional Design and Organizational Learning Consulting, Content Strategy, user research, and UX | **Contact Information**  Cell: 9822656382  Email: tanvikelkar@rediffmail.com |  |
| **Key Information**   * Core Competencies: Instructional Design, Learning Consulting and Project Management, Content strategist, leading UX projects * Skilled in TNA Defining training solutions for large training rollouts for ERP and end-user adoption, Developing training strategies for client engagements like training rollouts and frameworks shared services model for T&D, Building instructional design competency within teams * Track record of 100% success delivery to clients * Influential leader of the team I lead with 90% retention and have achieved 20% improvement in competencies over a quarter through a self-designed competency improvement model for IDs * Good experience on presales for Learning opportunities * An individual contributor as well as team leader * Believe in continuous improvement * Highly creative * Currently working as a Senior Principal with India’s leading IT major, developing learning solutions for systems and software implemented globally, leading a team of Content strategists and UX for the major’s enterprise-level employee experience transformation. | | |
| **Qualifications**  Bachelor of Engineering (Instrumentation) with 1st class, Pune University 1996  Member of the ASTD (American Society for Training and Development) | | |
| **Summary of Experience**   1. April 2008 till date – Infosys, as Learning Architect, Principal, and Senior Principal 2. Aug 2007 to April 2008 – IBM, as Sr. Learning Specialist 3. Dec 2002 to Aug 2007 – HSBC, as Project Leader e-learning 4. May 2001 to Nov 2002 – Harbinger Knowledge Products Ltd, as Project Lead in Instructional Design 5. Sept 96 to April 98 – Thermax, as Software Engineer | | |
| **Skill Set**  Instructional Design, Content Strategy and Project Delivery –   * Experienced in TNA (Training Needs Analysis) and proposal writing for learning projects * Experienced in leading a project from Design to Delivery * Experienced in project estimation, planning, scheduling and controlling * Experienced at working on blended learning solutions, training interventions offered in organizational change management scenarios and both include e-learning, classroom training, performance support tools. * Experienced on driving user experience projects from concept to design, and getting those implemented with the IT teams * Capable of bringing diverse IT and non- IT teams to work together and implement UX transformation projects   Leadership skills –   * Rated as a highly influential leader on the teams by the Meyers Briggs test * Experienced in leading a diverse team of instructional designers and creative designers and QA, as well as UX designers and content strategists * Employers rate high on creative thinking and logical thinking * Capable of adapting to adjacent skills required by the organization and scale into new areas and lead/leverage those teams strategically   Technical and Domain Skills –   * Adobe Captivate, Lectora, Articulate, Information Mapping, Oracle onDemand, RWD uPerform, Xerte (open source authoring tool) * Supervisory knowledge of SCORM 1.2/ 2004, Accessibility compliance standards * Basic level domain understanding on banking, energy and utilities, telecom and manufacturing, UX areas like sentience & process-busting. | | |

**Industry Information**

**Employer**: Infosys Technologies Ltd India – Pune Location

**Period**: April 2008 till date

**Role/Designation**: Learning Architect (2008- 2011), Principal Instructional Designer (2011 till 2013), Principal- Experience Design (2013 till 2019), Senior Principal – Communication Design (2019- till date)

**Job Role**: Manage projects, presales support and solutionizing, process definition, competency development and resourcing and recruitment portfolio

* Design learning solutions for instructional projects (blended/ WBT/ILT/ training environments, process adoption and sustenance (designing training to handle Change Management) and knowledge management projects
* Assess and define scope of the project and establish standards
* Guide and mentor the instructional design delivery team members for requirement analysis and design phases of the project
* Review client deliverables
* Ensure that the project team operate within the set processes
* Presales activities like preparing estimations for RFPs and proposals
* Resource planning
* Tracking effort and error analysis for the projects
* People management and issue resolution, performance management
* Process definition for e-learning and instructor lead training modes
* Competency management of the Instructional designers within the organization – creating and tracking development of training plans for instructional designers, mentoring and conducting training
* Creation of Content Development Framework for clients in L&D partnership model
* Customer Relationship – client interactions, and driving teams for better client communication
* Recruitment – developing interview guidelines, test papers, conducting recruitment drives
* Development of Infosys’ training materials for the Learning Services Academy which is a 10 day instructional design-specific training/onboarding program for campus recruits
* Design of learning experience of Infosys’ e-learning system
* Development of content strategy solutions for Infosys requirements and clients

**Employer**: IBM India – Pune location

**Period**: August 2007 to April 2008

**Role/Designation**: Sr. Learning Specialist

**Job Role**: Leading project delivery and client communication

* Worked for e-learning delivery projects for a telecom client of IBM
* Project management: Prepare estimations for projects, milestone tracking and status reporting to the client and US stakeholders in IBM
* Assist in resource planning
* Leading the team on development and instructional design aspects of the project
* Address team issues related to performance and behavior
* Recruitment test paper evaluations

**Employer**: HSBC Global Technology Center

**Period**: Dec 2002 to August 2007

**Role/Designation**: Project Leader – e-learning development

**Job Role**: Leading project delivery

* Worked in e-learning projects for a global audience spread over 79 countries
* Instructional design documentation and storyboarding
* Collaboration with SMEs and/or globally placed project members
* Planning scheduling and controlling e-learning production
* Resource planning
* Preparing high level and low level designs and storyboards
* Performing formative/summative evaluation in the post implementation of the e-learning solution
* Address team issues – people management
* Responsible for annual appraisals
* Recruitment

**Employer**: Harbinger Knowledge Products Pvt. Ltd Pune

**Period**: May 2001 to November 2002

**Role/Designation**: Project Lead – Instructional Design

* Extensively worked on needs analysis, instructional design strategy, development and storyboarding
* Developed strategies for e-learning and templates and guidelines
* Developed project estimations
* Resource management and proactive risk analysis
* Handled projects with and without AICC/SCORM compliance
* Managed people to work cohesively on multiple projects
* Customer communication
* Handled ‘concept to delivery’ of e-learning solutions in finance, engineering, application software, soft-skills, K-12

**Employer**: Thermax Ltd. Pune

**Period**: September 96 to April 98

**Role/Designation**: Software Engineer

* Worked on overseas projects involving GUI designing and application software programming
* Completed an overseas assignment for Fuji Electric Co. Japan – a 2 month long assignment
* Implemented documentation processes and systems as per Japanese stands for the company
* Handled the responsibility of training expert (for software tools called FProcess C and M)

**Other Information**

* Current location: Pune
* Preferred location: Pune
* Countries authorized to work in: India
* Job Type: Permanent
* Employment Status: Full time
* Current CTC: Will be provided on request
* Notice Period: 3 months (can be negotiable)