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Objective: Seek opportunities that utilize my design, development and project management capabilities and contribute to my professional development.

Job Experience: Conduent Learning Services (Formerly Intellinex LLC, A Xerox Company) - July 2011 - Present
Continuously serviced the General Electric account for eight years during which my exemplary service of the needs of the client resulted in multiple advancements, rewards in additional responsibilities, and culminated in a promotion to team lead. Our team curates online learning solutions with a focus on Environmental Health and Safety for General Electric businesses impacting ~300,000 employees.

EHS Development Team Lead (evolution of Production Coordinator role) January 2015 - Present

- Managed local and offshore development team
 - Assigned work to employees based on priority, expertise and capacity
 - Performed as needed day to day consultation with employees to provide guidance on work-related issues and best practices
 - Functioned as first point of contact for employee and client-based requests
 - Ensured a maximum level of quality by holding separate weekly meetings with client, local employees and offshore employees to review and prioritize projects in progress
- Managed development of Prototype Virtual Reality activity
 - Scripted out activity accounting for key decision points and core objectives
 - Storyboarded and mapped out activity with focus on room layout and highlighting interactive portions of activity
 - Developed preliminary low poly assets for storyboarding purposes
 - Modeled higher quality assets with a focus on scale, texture, and photo reference accuracy
 - Imported assets into activity for use in interactive space aligning with layout and activity objectives
 - Guided team on implementation of key functionality: user interface, utilizing player hotspots, interactive buttons, player feedback, and player guidance
- Managed translation process for online courseware
 - Reviewed and leveraged quotes amongst different vendors
 - Facilitated the delivery and retrieval of proper project files
 - Confirmed appropriate localization preferences based on target audience
 - Reviewed content to confirm appropriate implementation and alignment
 - Oversaw testing, rollout, and backup processes
- Assisted in migration of ~2500 course modules to next generation browser and operating system agnostic template in an effort to modernize courseware
- Project managed overhaul of course database and user interface tool in an effort to migrate off aging systems and refine and streamline the end user experience from both an admin and user perspective
- Developed testing plan to deploy new user interface as applicable to ~500 individual learning management system entries including preliminary testing, stage testing, and production rollout

Production Coordinator/Instructional Designer March 2013 - January 2015

- Led customer intake calls to analyze their needs and inform potential clients of capabilities and potential design options for learning solutions
- Managed external offshore content development team to ensure timely delivery of projects exceeding client expectations

- Managed online course development for GE Crotonville Leadership Learning and Environmental Health and Safety division across GE
- Illustrated storyboard for several animated solutions for company wide initiatives offered to all newly hired employees and managers
- Co-developed testing and server migration strategy for LMS transition of ~40,000 courses
- Lead development of next generation template strengths include
 - Conforming to modern web standards
 - Browser, device, and operating system agnostic
 - Mobile ready
- Created documentation to support new template structure (standards document, scripting templates, iconography and photography guidelines)
- On-Boarded new employees by acclimating employees with standards and processes followed within the team and the company

Instructional Designer - July 2011- March 2013

- Led local and offshore content management team to design innovative virtual learning solutions on time and within budget
- Developed and maintained course standards document to ensure consistency across all virtual solutions
- Led weekly meeting with Environmental Health and Safety client to manage course development and client expectations to mitigate regulatory risks
- Developed productivity tools to streamline processes increasing efficiency
- Performed basic video and audio editing for implementation in courseware and intercompany deployment

Junior eLearning Development Specialist - Granite Services International - May 2010 - July 2011

Contracted to GE Energy: Learning Technology CoE Team

- Managed course development, including project planning, coordination, tracking, scheduling, etc. to ensure that the course is high quality and delivered on budget and under deadline
- Created vector based graphics for online courses including pedagogical agents leading to visually stimulating courseware
- Contributed vector based icons to online course template that allowed for easy conveyance of course content and/or icon functionality
- Facilitated development of mobile device course template to obtain clean design and maximize usability
- Interacted with customer(s) to understand learning objectives, develop and manage the course completion schedule, coordinate reviews, and generally achieve high customer satisfaction
- Created course scripts in the form of PowerPoint presentations that allow the client to review suggested organization of course content and graphics
- Created inter office tools to increase productivity
- Performed image manipulation and optimization for courseware

QA and Deployment Coordinator - Granite Services International - March 2009 - May 2010

Contracted to GE Energy: Learning Technology CoE Team

- Created, tested, and deployed online courses in company Learning Management System
- Managed course content across multiple servers and within internal course database
- Edited content and troubleshoot issues utilizing HTML and Javascript
- Managed meetings to track online course adjustment

Graphic Designer - Spotlight Newspapers April 2007 - March 2009

Spotlight Newspapers is a newspaper based out of Delmar, NY that focuses on local coverage.

- Management and manipulation of text images, designs, and production files for print run
- Created documentation in alignment with project templates created for software migration.

Education: Sage College of Albany, Albany, New York
Bachelors of Fine Arts in Graphic Design May 2006
Associates of Applied Science in Graphic Design May 2004
Averill Park High School Regents Diploma 2002

Achievements: 2014 Brandon Hall Award - Bronze Category
Best use of Video in Learning, Preventing Violence in the Workplace
Rewards and Recognition- 'Innovative Course Design' for the illustration and animation design of the Virtual Employee Orientation course module required for all newly hired GE employees.

Relevant skills: Illustrative Skills, Usage of Windows, Macintosh and Linux based systems.
Graphic Design experience, Instructional Design implementation
Working knowledge of: HTML, Javascript, XML, C# (limited)

Software Experience: Adobe Creative Suite Microsoft Office Suite Araxis (file comparison)
Blender (3-D Graphics) FTP (Core, Cyberduck, Filezilla) Articulate / Storyline
iMovie Intelligent Dummyming Unity (Limited)