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

Job Experience: Production Coordinator and Instructional Designer - Intellinex LLC, A Xerox Company - July 2011 - Present

The Learning Technology CoE Team provides online learning solutions to all General Electric businesses reaching ~300,000 employees.

Production Coordinator (additional responsibilities to Instructional Designer role)

- Assist in ITO calls to analyze customer needs and inform potential clients of capabilities and potential design options for learning solutions
- Manage external global offshore content development to ensure timely delivery of projects exceeding client expectations
- Manage online course development for GE Crotonville Leadership Learning and Environmental Health and Safety division across GE
- Illustrate 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 ongoing effort to elevate training to new web standards.
- On-Boarded new employees by acclimating employees with standards and processes followed within the team and the company

Instructional Designer

- Lead local and offshore content management team to design innovative virtual learning solutions on time and within budget
- Develop and maintain course standards document to ensure brand consistency across all virtual solutions
- Lead weekly meeting with EHS client to manage course development and client expectations to mitigate regulatory risks
- Development of productivity tools to streamline processes increasing efficiency
- Designed custom course character to engage a mass user base
- Design and develop courses utilizing ADDIE model
- 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

- Manage course development, including project planning, coordination, tracking, scheduling, etc. to ensure that the course is high quality and delivered on budget and under deadline
- Create scripts for online courses by aligning content with engaging visual layouts
- Create vector based graphics for online courses including pedagogical agents leading to visually stimulating courseware
- Contribute vector based icons to online course template that allowed for easy conveyance of course content and/or icon functionality
- Facilitate in development of mobile device course template to obtain clean design and maximize usability
- Interact with customer(s) to understand learning objectives, develop and manage the course completion schedule, coordinate reviews, and generally achieve high customer satisfaction

- Assist learning leaders in developing and executing e-learning solutions by recommending visual and interactive solutions in ways to display content
- Project manage multiple projects to ensure on time delivery and within budget
- Create course templates in the form of PowerPoint presentations that allow the client to review suggested organization of course content and graphics
- Create inter office tools to increase productivity
- 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

- Create course items within company learning management system
- Deploy courses to GE company wide employees through mass rollout to ensure employee assignment
- Manage internal course database to allow for ease access to updated repository of specific information
- Test online courses for functionality and content to adhere to standards of quality
- Manage meetings to track online course adjustment to ensure maximum quality in online content
- Manage course content across multiple servers in order to ensure proper backup and appropriate distribution
- Edit content through coding languages such as HTML and Javascript to solve functionality issues as well as address problems within larger tools

Graphic Designer - Spotlight Newspapers April 2007 - March 2009

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

- Ad Creation and Layout to ensure best conveyance of message intended by client
- Organization and back up of digital files to allow for quick and easy future access
- Image manipulation and optimization for ads and print
- FTP transfer of digital pages to off-site printer
- Dummy weekly newspapers
- Layout of weekly interest stories and event pages to create an engaging layout to provided text
- Creation of project templates to facilitate faster production turnaround
- Creation of production workflow documents for cleaner and faster processes
- Adjustments to digital photos and graphics to eliminate flaws or enhance photographic aspects
- Facilitated in migration from Adobe Pagemaker to Adobe InDesign to increase productivity
- Alterations to articles based on editorial mark-ups
- Designed covers for in-paper supplements to engage reader and draw them to content

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.

Page Layout, Flash Animation, Website Design, Poster Design, Pamphlet Design, Ad Design

Working knowledge of: HTML, Javascript, Actionsript

Experience with programs include:

Adobe Creative Suite

Blender (3-D Graphics Program)

iMovie

Microsoft Office

FTP Clients (Core, Cyberduck, Filezilla)

Intelligent Dummyming

Araxis (file comparison program)

Articulate

Articulate Storyline