

Training professional with expertise in project management, e-learning development, instructional design and technology based training support.

## EXPERIENCE

### Tech Based Training Specialist

ADP  
Parsippany, NJ  
2009-2010

- Provided programming, troubleshooting, and methodology support for online training and delivery systems
  - Fixed XHTML and Javascript web browser compatibility issues
  - Analyzed and updated existing content
  - Solved road blocks for migrating content to a new LMS
- Created, published and tested training content
  - Recorded and edited audio
  - Met tight deadlines
  - Submitted files to LMS
  - Tested for quality assurance
- Researched, evaluated, and incorporated new tools, procedures and standards
  - Performed and evaluated usability testing

### eLearning Lead Developer

Granite Services (GE Energy)  
Niskayuna, NY  
2005—2008

- Led the development of eLearning courses for global, country and site specific topics
  - Worked multiple projects simultaneously
  - Accepted new responsibilities
- Managed eLearning course development including project planning, coordination, tracking and scheduling
  - Managed time and resources between customers, team members, and projects
  - Problem solved
- Specialized in instructional design
  - Analyzed needs of the learner, learning goals and instructional approach
  - Designed learning materials for appropriate training forum
  - Evaluated training for maximized effectiveness and efficiency
- Improved internal processes
  - Learned processes and recognized improvement areas
  - Suggested multiple solutions
  - Organized and implemented more efficient process for updates

### Freelance

2003—present

- Logo/Identity design
- Web design, development and maintenance
- Photography and print preparation

### Graphic Design Co-op

Clinical Tools, Inc.  
Chapel Hill, NC  
2004

- Visualized and created digital illustrations for online CME courses
- Developed CSS for websites
- Worked on multiple projects with teams

## SKILLS

### Technical

Windows, Mac, HTML/XHTML, CSS, Javascript, PHP, C++, MS Office, Adobe/Macromedia Products, QuarkXPress, AutoCAD 2000, Visual Studio, LMS (Plateau, Saba and Cornerstone)

### Personal

Detail Oriented, Creative, Organization, Multitask, Problem Solving, Learner, Achiever, Analytical, Adaptable, Focus, Discipline, Collaborative, Team Player, Communication, Self Motivated, Strong Work Ethic

## ACTIVITIES

### Volunteer Firefighter/EMT-B

Clinton Heights Fire Department  
East Greenbush, NY  
2006—present

- Sought and obtained an opportunity to give back to my community
- Received NYS Training and Certifications in: EMT-B, Firefighter 1, Firefighter 2, Fire Police, Structural Collapse Operations, Apparatus Operator-EVOC, ICS 100, NIMS 700, AVET, Firefighter Survival, FAST, Engine Company Operations

## EDUCATION

### Rensselaer Polytechnic Institute

2005 Bachelor of Science Cum Laude in Electronic Media Arts and Communication