

## OBJECTIVE:

Continue pursuit of advancement opportunities as a Team Leader in the Training & Development field.

## WORK EXPERIENCE:

Learning & Development Administrator at RS&H, *Jacksonville, Florida*

- *September 2018 - currently employed*

Training & Development Coordinator at UF Health / UFJPI, *Jacksonville, Florida*

- *May 2017 - September 2018*

Development Team Lead & Project Manager at SkillQ, *Gulf Breeze, Florida*

- *October, 2010 - May, 2017*

## PROFESSIONAL PROFILE:

- LMS Administration - *HealthStream, ShareKnowledge, SCORM Cloud*
- Human Resource Administration - *Lawson, Halogen*
- eLearning Development - *Captivate, Storyline, Articulate, Screenflow, Camtasia*
- Instructor Experience - *Live Audience, Virtual Classroom, Video/Web Conferencing*
- Project Management - *Merlin, Microsoft Office 365, Google Docs*
- Video Production Experience - *Vignette, Interview, Conference, Live Event Streaming*
- Dual OS Platform - *Macintosh & Windows*

## EDUCATION:

Bachelor of Fine Arts Degree, New Media, with Great Distinction

- *June, 2011 - The University of Lethbridge, Lethbridge, Alberta, Canada*

Multimedia Production & Design Specialist Diploma, with Honor

- *April, 2008 - Selkirk College, Nelson, British Columbia, Canada*

## CERTIFICATIONS:

- CompTIA Certified Technical Trainer (CTT+) *Virtual Classroom Trainer - August, 2014*
- Adobe Certified Expert (ACE) *Photoshop (January, 2013), Captivate (August, 2013)*

## ORGANIZATIONS:

Toastmasters International - *active member since 2010*

- Club President - *July 2015 - June 2016*
- Advanced Communicator Silver (*December 2017*), Advanced Leader Bronze (*November 2014*)