

Personal Profile: A highly experienced Training practitioner and Full 360 eLearning expert, including the rollout, deployment and uptake of Learning for Adult learners. Also skilled in Technical and Soft Skills Training. My passion is people learning and understanding. Ability to adapt quickly to new applications and technologies as an Objected Oriented and Database programmer. Understanding new software is not a problem. Able to handle competing priorities. Reliable and committed individual with a Full Clean Driving Licence.

Experienced in Training and Learning Needs Analysis; Identifying Learning Gaps and Curriculum development for 6 years; Programme of study structures and Managing the entire learning development process. Adapted **Andragogical** Learning Methods for adult learning; used the **70:20:10** model; Vocational and Role Play to achieve specific learning goals in FE, remote and office based roles.

Have worked collaboratively in teams and as a Lead Instructional Designer (ID). Familiar with the process of scripting, storyboarding and organising the filming and editing of engaging learning content. Using **Image editing; Video editing;** Animation in **Vyond** and Vector graphics by using **Adobe Creative Suite:** Photoshop; Illustrator and Camtasia/Movavi for video. Audio editing using **Audacity.**

As a Courseware Designer (DSAT) on an AGILE project with teams of IDs and SME/TC specialists to develop Script ideas then Storyboarding. Able to liaise and interact with suppliers and stakeholders at various levels. Comfortable meeting with SME's (Subject Matter Experts) and developing eLearning content using **authoring tools** (Articulate 360/SABA). Team Liaison via the use of **ASANA** and **Sharepoint** as a central repository for all 'statement of truth' documents and files to gain sign off and allocate reviews for all stages of learning development.

Experienced in: Induction Onboarding; Training; using **interactive Authoring tools** and **SCORM/AICC** on both **SaaS LMS Platforms** like: Docebo, Agilya, Thinkific, Teachable, Learn How Now, Unicorn, Talent LMS, SAP Litmos and **Database LMS systems such as Moodle and familiar with Totora.** Expert working knowledge of various Learning Management System platforms (LMS and Analytics) with **theme customisation, widget** development, **Plugin customisations** and maintenance. Use of **HTML5** and implementation of **Bootstrap.** Where required **advanced CSS coding** added to administration or dashboard LMS widgets and **UX/UI** design as appropriate. Implementing AdSense and Clickbank for affiliate marketing and developed Marketing Campaigns using **Autoresponders; Workflow and Pipelines.** All of these skills in online marketing have been used in managing LMS/CMS dashboards.

Other roles have included: **IT Trainer, SAP Project Assistant Manager, Dbase 3+ Database Management, Documentation Management/Executive PA Secretary,** Cheque Reconciliation Clerk, IT Helpdesk First Line Support, , Banana Packhorse Quality Control Manager

Qualifications

- **ASc** Computer Science & Programming
- **BSc** (Hons) IT with Microbiology (Medical)
- Post Compulsory Education and Training PGCE (PCET)
- **PgCert** in Food Safety and Quality Management (**Level 7** MSc Programme)
- **NVQ Level 5** - Diploma in Management
- **CAVA** (A1 Assessors Award)
- Professional TV Presenter Training
- **Prince 2** Project Management (Foundation) / (Practitioner Pending)
- Fundamentals of **Risk Management** (FoRM)
- **Level 7** Diploma in HR Management & Leadership Management (pending)
- UI/UX (User Experience) Fundamentals
- **Functional Skills Maths Level 2** and Finite Math II
- **O Level English Language**

Software Expert Skills and Trainer

HTML5; Java; Python (basic); Bootstrap element coding; **Articulate 360** Suite: Storyline, RISE and Engage; **Articulate Storyline 3** (LH); **VYOND** Animator; **Camtasia 3** (LH); Movavi Video Suite (LH); Movavi Converter (LH); Smart Assessor (ePortfolio); **Moodle VLE** (Customising themes and Bespoke Moodle LMS development); **Planet Estream and VIMEO** ; eTracker Database;; **Microsoft Office Suite** (**Advanced level**); MS Word; MS Excel (with VBA); MS PowerPoint; MS Access (with **VBA**); MS Project. **Visual Basic (.NET); Adobe Creative Cloud** (Photoshop, Illustrator, Spark; Dreamweaver); meetings using Zoom.us; Goto Webinar, Big Blue Button webinar software.

EMPLOYMENT HISTORY - Various Agency Contracts

Feb 20 to present **Courseware Designer (DSAT)** - Marine Training Contractor

- Developing Courseware from Learning Outlines (LOs) to given KLPs and Sub KLPs
- Submitting Change Requests to Client as appropriate to achievable outcomes within the COMMS system
- Preparing Scripts with SME Liaison, Reviews and sign off
- Lesson Outline used to Script in Word
- SABA Templates used for storyboarding and modified to meet brand guidelines
- Preparing Storyboards in SABA (formerly Lectora) for reviews by Peer, SME, Management, Design Team and sign off for end Client acceptance and dealing with rework requests
- Create formative Feedback Questions and end of lesson Questions for formative feedback.
- Preparing Media placeholder information for Media Team to create appropriate images
- Development of user-centred lesson in SABA (formerly Lectora)
- Development within an Agile Environment with Sprints (2 week Timebox cycles)
- Team collaboration and sign offs via ASANA
- Instructional Design within the Navy Training System using DSAT methodology of course development
- Use of Defence Language in developing courses using Military Lexicon and Reference Lists
- Developing evaluation of learning outcomes using formative assessments in SABA
- Experienced in major project processes of Sign off at various stages for due diligence: P2P; Management Review; TC Review; Quality Assurance; MDL (Media Development Lessons) and eventual Client Sign off. This would then be followed by Media requests that also followed QC processes for final sign off

Jul 19 to Feb 20 **Instructional Designer** - Institute of Risk Management Contractor

- Project to digitise courses for eLearning from PDF to Online platform
- MoSCoW Matrix compilation from CEO and Education Project meetings
- Conducting Stakeholder and SME meetings for design review
- Audience Analysis (stakeholder meeting to determine performance gaps and learning styles)
- eLearning and LMS build Project Lead
- Project Scope Plan design documentation and working to specific Milestones
- LMS Platform: Moodle - Theme Customisation with Bootstrap and HTML5
- UX/UI branded customisation for the GUI
- Implementation of an Andragogical approach for adult learning
- Storyboarding and Video Scripting
- Rapid authoring of eLearning - Articulate Storyline 360 , Rise 360, Engage 360
- Articulate Storyline Lightbox customisation and menu customisation
- Adobe Photoshop, Illustrator picture editing and isolation for SCORM lessons and VYOND props
- Vyond Animation (Voiceover, General Animation including Camera Movement; Graph animation and Whiteboard animation. Classic and New characters. (Character customisation)
- Branding style guide and colour palette for consistent style content building and Colour Swatches
- Creating interactive multimedia; eye-catching infographics; branded eLearning
- Learner Journey and IT integration troubleshooting
- Supervising and Training staff member to be Champion Moodle administrator
- Supervising the Moodle Course administrator in Quiz Bank development
- Voiceover Coaching and Audacity audio editing and integration into SCORM content
- Proofreading and Curriculum research and Implementation of WCAG 2.0 standards
- Articulate 360 (Storyline, RISE, Engage etc...) SCORM course building published in HTML5 (No FLASH)
- Camtasia Video Editing Suite. Movavi Video Editor and Movavi Screen Capture
- Adobe Creative Suite (esp Illustrator, Photoshop, Acrobat) for vector images, background cancellation.
- Vyond Animation Suite with embedding into Articulate 360

Mar 19 to Jun 19 **IT Trainer** - Contractor

- Programming (*Java, PYTHON*) and Web Design (HTML & CSS) Lecturer for West Kent College (Ashford)
- BTEC LEVEL 2 Computing

Oct 18 to Mar 19 **eLearning Developer** - One Savings Bank

- eLearning course development using Articulate 360 Storyline and RISE, Adobe Creative Suite, Video Editing and Vyond Animation
- Financial Compliance courses for Bank Staff and Onboarding
- Template development for courses at one savings bank
- Training and Cinema pop-ups to engage learning in the workplace and Staff Engagement Surveys

May 18 to Sep 18 **Patient Catering Supervisor** - Contract

- **Royal London Hospital** (on behalf of SERCO) **Patient Catering Supervisor** across 14 floors, 4 wards per floor, and **50-60 staff** in Patient Food Service on the Ward and in the Catering Unit
- Database Reports for Meal Prep and Management Reporting, Updating Sharepoint HACCP and auditing
- Some Patient bedside Nutritional choice assistance (as I have Nutritional qualifications and experience)
- Working with Ward Sisters and Managers to ensure Health and Safety and Food Safe compliance within Pantry and Kitchen checks, Central Frozen/Dry Stock Management and HACCP implementation

Mar 17 to Apr 18 **Digital Marketing Assessor/eLearning VLE Developer** - Digital Skills Solutions

- Coordinate/Delivery of Functional Skills & eLearning Project : ICT, Maths and English level 2 Only
- Assessor/Coach: Level 3 Diploma in Social Media and New Standards Digital Marketing. Preparing learners for Synoptic Project and Portfolio for End Point Assessment
- Delivery of social tagging, publishing across social channels, tracking stats, SEO Optimisation
- Monthly visits and Training Sessions Off the Job for All Apprentices. Business Liaison Ambassador.
- **VLE development for eLearning courses in Moodle** (Administrator) and embedded learning for IT Apprenticeships and Functional Skills Delivery. Videos, Scripting, Articulate RISE Content.
- Smart Assessor administration and Learner Journey Assessor tracking

Nov 07 to Mar 17 **Overlapping FE Contracts and Personal Advisor**

- Schemes of Work; Lesson Planning; and Delivery of Functional Skills to Level 2 (Math, Eng, ICT)
- Planning and Curriculum Development for VB.Net Programming
- Delivering and Developing Material for: Web Design; Systems Analysis; Networking and BTEC IT
- Conducting Audits for Functional Skills for Inspection, Risk Assessment and Achievement Monitoring
- Blended Learning and eCourse Development using **Articulate, Replay, RISE, Authoring Tools**
- Administrator of **Moodle VLE** online resources for subject delivery as the SME to be used by Learners
- **eLearning Development** since 2016 for FE College Apprenticeship Functional Skills Programmes
- ACE Award Claims and Funding Analysis as appropriate for Learners: Timely/Untimely
- Use of Smart Assessor to communicate with Learners and feedback paperwork or improvement notices
- Delivery of ICT units essential to Level 2 Diploma in Business; Personal Development and Confidence Building. Delivery of Equal Opportunities and Understanding Diversity
- Exams Administration and Management via OCR Interchange. Managing all Exam Administration
- Managing an agreed caseload of programme participants on 13 week programmes
- Complete all Initial Assessments and Individual Learning Plans and other documents for customer files
- Arranging work placements for customers, career progression advice and interviewing for jobs
- One to One support to customers who need to find employment; placing them into work or on courses
- Liaising with the Job Centre for new starts on Nominal roll and signing off customers
- Vacancy referrals; preparing customers for pre-screening and interviews; and CV writing
- Managed, at short notice, non-compliance audit for Inspection. Successful compliant inspection outcome. H2H (Hardest to Help) contract awarded at CDG
- Key Skills Delivery for: Literacy, IT and Numeracy (Application of Number with some Calculus)
- E2E (Entry to Employment) Training for young people either Convicted; Awaiting Conviction; or Recovering from Spent Imprisonment Terms. IT; Confidence; Personal Development

Aug 01 to Oct 07 **Newham Sixth Form College** (Tutor/Lecturer/Commercial IT Trainer)

- 14-19 yr old Link programme development and implemented for Vocational ICT (04/06)
- Lead Technical Author and material design for delivery of Commercial Training and bespoke training
- **Moodle course development.** Interactive blended learning using Quia and Hot Potatoes
- Edexcel OSCA moderator for NewVic - Programme Leader for AVCE (Lead Assessor for Programming)
- PGCE **Mentor** for Technology Department at for Beginning Teacher on the PGCE programme
- Expert Lead and Trainer on Software Training Projects: Sure start; NHS; Local Government
- **Commercial Training** to Advanced level in Microsoft Software, CLAIT and **Bitesize** courses
- Curriculum Development and Training Gaps Analysis for external clients
- Classroom Delivery/Setup; Technical authoring; Delivery of ICT and Business and **eLearning Blogs**
- Member of PGCE (PC) Course Committee at The Institute, London EC1 (2004/2005)