

Catherine Hardman

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LinkedIn: <https://www.linkedin.com/in/catherineh-id/> Portfolio: <https://www.catherinehlearning.com/>

Skills

Articulate Storyline 360, Articulate Rise, Vyond, Adobe Creative Suite, Instructional Design Methodologies, Curriculum Design, LMS Management, Workday Learning, Multimedia Content Creation, Collaborating with SMEs, Cross-functional Team Collaboration, Problem Solving, Critical Thinking, Microsoft Office, Microsoft Excel, SharePoint.

Education

University of Houston - BS in Human Resources Development
Graduated August 2021

Experience

September 2024 - January 2026

Instructional Designer - *BeneLynk*

- Developed comprehensive curriculums: Worked alongside subject matter experts to perform needs analysis then plan, develop, and execute comprehensive new hire training curriculums for their departments.
- Created and maintained training: Developed eLearning content in Storyline 360 covering features and functions of the company's proprietary software and updated content as needed.
- Leveraged AI tools: Used AI tools such as Microsoft Speech Studio to enhance eLearning courses.
- Took on leadership and project management responsibilities: Led the instructional design team in the development of an eLearning project in which I was responsible for managing meetings, delegating responsibilities, tracking the progress of the project, and communicating progress and expectations to stakeholders.

July 2024 - September 2024

Talent Development Coordinator - *PIMCO*

- Coordinated training logistics: scheduled sessions in Workday Learning LMS.
- Managed participant communications: updated schedules, materials, and provided program updates.
- Liaised with vendors for event prep: secured participant lists, confirmed attendance post-event, and maintained attendance records in LMS.
- Supported Talent Development: responded to inquiries via general mailbox and Service Now tickets.
- Administered Workday Learning Courses and managed educational reimbursement requests, ensuring policy compliance.

May 2022 - March 2024

eLearning Developer - *Cinecraft Productions*

- Collaborated with a cross-functional team to create and deliver high-quality eLearning modules.
- Developed interactive modules using Articulate Storyline 360.
- Refined and edited voice-over audio with Adobe Audition; performed basic image editing with Adobe Photoshop.
- Evaluated peers' eLearning modules and provided constructive feedback.
- Revised eLearning courses based on feedback from peers, project manager, and clients.
- Advised clients on eLearning best practices for optimal learning outcomes.
- Updated eLearning modules to reflect new information and processes.
- Researched and evaluated emerging eLearning tools and trends.

August 2021 - April 2022

Talent Development Coordinator – *Perry Homes*

- Applied ADDIE model for training development.
- Collaborated with SMEs and conducted topic research to develop curriculum.
- Created detailed storyboards for each learning module.
- Developed interactive learning experiences using Articulate Rise and Storyline 360.
- Produced training materials and resources for instructor-led training.
- Enhanced learning experiences with multimedia elements like voice-over and video.
- Improved learning experiences based on stakeholder feedback.
- Managed and updated the learning management system.
- Revamped onboarding program using hybrid model; instructor-led and eLearning modules.
- Redesigned and maintained the Training Hub page on internal SharePoint site.

June 2021 - August 2021

Learning and Development Intern – *Perry Homes*