Catherine Hardman

Instructional Designer

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SKILLS

- Instructional Design & Curriculum Development
- Adult Learning Principles
- Training Needs Analysis
- SME Consultation & Stakeholder Management
- Instructor-led Training (ILT)
- eLearning Development
- Hybrid Learning Solutions
- Job Aids & Performance Support Tools
- LMS Management
- Articulate Storyline 360
- Articulate Rise
- Vyond
- Adobe Creative Suite
- Microsoft Copilot

EDUCATION

University of Houston - *BS in Human Resources Development*

GRADUATED AUGUST 2021

EXPERIENCE

Merck - *Learning Design & Development Specialist (Contract)*

APRIL 2026 - PRESENT

- Design and develop instructor-led training and eLearning assets to support new IT systems and business processes.
- Translate complex technical content into clear, engaging, and practical learning experiences aligned to real job tasks.
- Collaborate with stakeholders and subject matter experts to conduct learning needs assessments and identify performance improvement opportunities.
- Apply performance-focused design principles to ensure learning addresses real behavior gaps.
- Iterate on learning solutions based on feedback and evolving business needs.
- Independently manage multiple deliverables while maintaining strong communication and stakeholder alignment.

Benelynk - *Instructional Designer*

SEPTEMBER 2024 - JANUARY 2026

- Partnered with subject matter experts and department leaders to conduct needs analysis and develop comprehensive employee onboarding and development programs.
- Designed and maintained eLearning curriculum covering the company's proprietary software and operational processes using Articulate Storyline 360.
- Leveraged AI tools such as Microsoft Speech Studio to enhance eLearning courses.
- Led a cross-functional project team through an eLearning development cycle, coordinating project milestones, stakeholder communication, and deliverables.

PIMCO - *Talent Development Coordinator (Contract)*

JULY 2024 - SEPTEMBER 2024

- Coordinated learning programs using Workday LMS, including enrollment, attendance tracking, reporting, and course administration.
- Maintained learner records and generated training participation reports to support compliance and program evaluation.
- Communicated with participants, facilitators, business leaders, and vendors to ensure successful program delivery.
- Supported employee learning initiatives through Service Now ticket resolution, educational reimbursement program administration, and learner support services.

Cinecraft Productions - *eLearning Developer*

MAY 2022 - MARCH 2024

- Collaborated with a cross-functional team to develop and deliver high-quality, interactive eLearning modules using Articulate Storyline 360.
- Refined and edited voice-over audio with Adobe Audition; performed image editing with Adobe Photoshop.
- Conducted content reviews and iterative updates based on stakeholder feedback.
- Consulted with clients on instructional design best practices, learner engagement strategies, and performance-focused learning solutions.
- Researched and evaluated emerging eLearning tools and trends.

Perry Homes - *Talent Development Coordinator*

AUGUST 2021 - APRIL 2022

- Collaborated with subject matter experts to analyze learning needs and develop training curriculum using the ADDIE methodology.
- Developed interactive eLearning experiences using Articulate Rise and Storyline 360.
- Produced training materials and resources for instructor-led training.
- Facilitated virtual training sessions utilizing adult learning principles.
- Maintained and updated training based on stakeholder feedback and evolving business needs.
- Managed and maintained the organization's Learning Management System.
- Redesigned the company's onboarding program using a blended learning approach that combined instructor-led and eLearning experiences.
- Redesigned and maintained the Training Hub page on the company's internal SharePoint site.

Perry Homes - *Learning & Development Intern*

JUNE 2021 - AUGUST 2021