TODD MCNEIL

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# Professional Summary

Resourceful and innovative Instructional Designer with 15+ years of experience in eLearning and curriculum development for a wide variety of cultural and professional backgrounds. Offering insightful analysis of content and design to create value-added learning programs that achieve desired behavioral outcomes. Strong communication and interpersonal skills to build relationships with stakeholders and subject-matter experts.

# Skills

* Instructional design
* eLearning development
* Content writing
* LMS administration
* Articulate Storyline 360
* Articulate Rise
* Trivantis Lectora
* Adobe Captivate
* Adobe Photoshop
* Adobe Premiere

# Work History

**Contract Instructional Designer** June 2019 to Present

**Axiom Learning Solutions**

* Identify knowledge and resource gaps and develop training to satisfy these identified needs.
* Developed standardized templates for digital authoring tools including themes and content to speed up production of course modules by up to 50 percent.
* Convert 650+ hours of instructor-led training to virtual delivery as a member of a cross-functional team.
* Reimagined and trained facilitators for 40+ hours of instructor-led, practical hands-on training to virtual instructor-led using multimedia, video, and VR / AR technologies.
* Create on-demand courses and on-the-job reference materials for mixed-experience audiences.
* Trained outside sales team of 20+ salespeople in effective best practices for virtual delivery
(Zoom, WebEx, and MS Teams).
* Developed online prework and reinforcement modules for virtual delivery training.
* Consulted with subject-matter experts to develop a practical test prep based on Articulate Storyline for release to 4000+ cadet candidates to prepare them for initial acceptance testing.

Clients include FM Global (Factory Mutual Insurance), Moderna, and Philadelphia Police Foundation

**Senior Instructional Designer** April 2016 to June 2019

**Staples, Inc**

* Lead developer for all Retail, Technology, and Occupational Development eLearning courses.
* Created standardized content templates to address similarities in course structures and decrease development time by 75 percent while maintaining a high level of uniqueness in the course content.
* Implemented Articulate Storyline, Rise, and Review to extend department’s capabilities in development speed, QA process, and mobile deployment.
* Work with internal clients and Learning Advisors to take overall course design to practical completion.
* Aided Learning Management System team in troubleshooting content and reporting.
* Mentored Instructional Designers in content development, workflows, and design standards.

**Sales Education Specialist/eLearning Developer** July 2012 – April 2016

**Bose Corporation**

* Development of 34 product launch courses in Lectora and Articulate Storyline for global deployment.
* Created and maintained modular course development strategy and associated templates for the development of 18 primary courses, 38 variants, and over 450 translated versions.
* Prototyped authoring tool used in support of instructional design needs and refined development.
* Defined standards for course development, deployment, and life-cycle management of catalog of courses.

**Senior Instructional Technologist** June 2011 – July 2012

**University of Massachusetts Medical School**

* Provided front-line training and support for students and faculty for UMass Online LMS (BlackBoard).
* Consulted and developed workflow/specialized training for use of supported eLearning development tools including Adobe Connect, Captivate, Articulate Studio, and Adobe Creative Suite.
* Developed technical documentation for departmental technologies including LMS, approved content authoring systems, and information capture systems for reference by all faculty and support staff.
* Tested and solved technical issues for vendor and non-approved authoring system content.

**eLearning Consultant (Contract position)** December 2009 – June 2011

**MassMutual**

* Trained developers in best practices for course and asset development including workflow and file management, asset development, and visual learning concepts.
* Administered and supported content authoring and SCORM compliance for Enterprise LMS (SAP LSO).
* Developed community resource site to be used for Community of Practice surrounding course development, tool use, and teaching concepts including 100+ resource documents and multiple discussion boards.
* Aided in authoring and asset development tool selection for standardization and use by developers.

**Assistant Director, Technology – Global Master of Arts Program** July 2006 – December 2009

**The Fletcher School / Tufts University**

* Managed a team of three to provide top tier customer support to 100+ mid-career professionals.
* Managed budget of 300+k per year and cut operating overhead by 120k per annum in two years.
* Maintained LMS for 1000 users for 45 active courses and alumni communications.
* Planned and developed courseware materials for 12 eleven-week courses using a variety of multimedia authoring tools.
* Developed and maintained student training and reference manual for the operation of all key program technology components.
* Introduced and maintained quality assurance program to ensure that all training and educational materials are of the highest quality.

# Education

**Bachelor of Arts:** English

**Stonehill College** – North Easton, MA