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
Bose Corporation
July 2012 – April 2016

- 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
University of Massachusetts Medical School
June 2011 – July 2012

- 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)
MassMutual
December 2009 – June 2011

- 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
The Fletcher School / Tufts University
July 2006 – December 2009

- 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