

NORA MELGAR, MEd

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OVERVIEW

Bilingual learning professional with over 7 years of experience creating, developing, and implementing engaging and effective e-learning and instructor-led learning programs and instructional materials.

EDUCATION

University of Southern California, Rossier School of Education, Los Angeles, CA **2018**
Master of Education, Learning Design and Technology

University of Southern California, Los Angeles, CA **2011**
Bachelor of Arts, Psychology

PROFESSIONAL EXPERIENCE

Freelance Instructional Designer, Los Angeles, CA **January 2018-Present**
Remote Consultant

- Collaborate with clients and subject matter experts in the analysis, design, development, implementation and evaluation of creative learning solutions, including e-learning and in-person based trainings
- Managed conversion of instructor-led courses to online-based learning modules. Resulting in enabling organizations' to train users at a fraction of the cost and reduce training cycle.
- Worked with a remote instructional design team to review and implement Spanish e-learning training module for employees in a Puerto Rican bank using Articulate Storyline.
- Assisted with leading remote learning team to implement learning plan and curriculum for volunteer training program.
- Produced and reviewed course plans for online educational platform used by students and teachers.

USC University Advancement, Los Angeles, CA **September 2011-Present**
Accounting/Financial Supervisor

- Oversee overall planning, management, reporting and completion of financial technical training curriculum programs for a variety of internal business units.
- Facilitate business procedures training for 20-25 new administrative staff in form of interactive courses to speed up the onboarding process and early exposure to job related regulations and guidelines

Budget/Business Analyst

- Created best practices, organizational training methods and tools for business procedures training
- Worked cross-divisionally with university financial units to identify, analyze and develop key strategic improvement measures and expectations.

SKILLS

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| • Microsoft Suite: Word, Excel, PowerPoint, Outlook, Access, Publisher | • Conference Tools: Zoom, Adobe Connect, Uber Conference |
| • Design Software: Adobe Captivate, Articulate 360, Prezi, Screencast-O-Matic, Youtube | • Online Collaboration Tools: Google Suite, Slack, JIRA, Basecamp, Dropbox |
| • LMS: Blackboard, Moodle, Canvas, Adobe Captivate Prime | • Language: Proficient reading, writing, speaking Spanish |

MEMBERSHIPS AND AFFILIATIONS

Association for Talent Development (ATD), ATD-Los Angeles Chapter, USC Women in Management