


# Victoria Shaw

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Master of Education (M.Ed.) 

<https://victoria-shaw.com> 

**MY SUPERPOWER: I LOVE COLLABORATING WITH OTHERS TO SOLVE PROBLEMS AND TO FIND INNOVATIVE SOLUTIONS.**

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## Learning & Development Professional Skills

- **COLLABORATIVE:** Build successful partnerships with leadership, stakeholders, subject matter experts, and training/facilitation professionals.
- **RESULTS ORIENTATED:** Motivate team members (on-site and remote) to stay focused on team goals through continuous communication, collaborative problem solving, and humor.
- **REALISTIC:** Effective partner providing intuitive and practical solutions in both strategic planning and tactical day-to-day situations.
- **INSIGHTFUL:** Listen to spoken and unspoken requirements / pain points to define realistic plans that take into consideration business realities, budgets, and deliverable dates.

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## Learning & Development Technical Skills

- **OFFICE365 SUITE:** Word, PowerPoint, Excel, etc.
- **COLLABORATION/VIRTUAL:** MS Teams, Webex, Zoom, Skype, OneNote, SharePoint
- **PROJECT MANAGEMENT:** Smartsheet, MS Project, Trello
- **ELEARNING:** Storyline 360, Rise 360, Captivate, WordPress

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## Professional Experience

4/2021 TO PRESENT

**Curriculum Consultant/Berry Dunn Ltd**

**Audience:** Define curriculum to upskill accounting professionals.

- Identified internal and external courseware to support newly revised leadership competencies and behavioral indicators.
- Collaborated with SMEs and other learning professionals to create a foundational-level project management curriculum for professionals not needing or unsure about the PMP certification track.

11/2015 TO 12/2020

**Sr. Instructional Design Consultant/Corwin Learning Associates (for Fresenius Medical Care)**

**Audience:** Clinicians recently hired/promoted to leadership positions.

- Partnered with stakeholders, subject matter experts, and instructors to scope and design deliverables for several curricula and initiatives. Our largest curriculum spanned 100+ hours of instructor-led (face-to-face and remote) training, case study-driven self-paced training, and eLearning (vendor and home-grown solutions) to be completed within two years.
- Designed and developed instructor-led and remote-learning solutions such as facilitator guides, instructor slides, participant workbooks, job aids, and case studies/scenarios which emphasized best practices around delegating work (in consideration of state licensure requirements), managing time, making sound business decisions, and delivering quality patient care.

6/2009 TO 11/2015

**Senior Program Manager/Systems Documentation, Inc.**

**Audiences:** Business partners and Learning Program Managers

- Consulted with business leaders at both HP and other companies to scope training needs, manage RFPs, and adapt plans to changing business or budgetary requirements (change in scope).
- Managed communications, project plan/scheduling, and vendor relationship for a highly regarded management training program for high-potential managers.
- Assembled strong and highly focused teams that included SDI consultants and vended resources from external companies (within and outside of the U.S.).
- Oversaw the development of training materials for numerous management and sales enablement training programs.
- Oversaw project teams responsible for transforming face-to-face learning into equally successful remote learning solutions.

1/2002 TO 6/2009

**Senior Instructional Designer & Project Manager/Systems Documentation Inc. (for HP)**

**Audience:** End-users of ITSM Change Management Software Suite

- Completed all aspects of instructional design, including creation of design documents, planning, and implementation of evaluation strategies, etc.
- Oversaw development of instructor-led and self-paced courseware that provided end-users realistic business scenarios to complete daily tasks and work processes.
- Led a highly focused team to develop a Level 3 evaluation protocol (an on-line survey tool and a follow-up telephone interview) which won an ATD citation.

## Professional Milestones

- **Master of Education -- Instructional Design** | University of Massachusetts – Boston
- **Bachelor of Liberal Arts -- Psychology** | Fitchburg State University

## Professional Achievements

ATD Citation in 2009 • ATD Citation in 2007 • Adjunct Instructor at Middlesex Community College

REFERENCES AVAILABLE UPON REQUEST.