

Mindy Wallis

44 Pearl St., New Bedford, MA 02740
(847) 644-3492 | mindywallis@gmail.com
LinkedIn: <http://www.linkedin.com/in/mindywallis>
Portfolio: <http://www.mindywallis.com/>

SUMMARY OF QUALIFICATIONS

Highly skilled instructional designer with extensive experience developing innovative learning solutions. Excellent communicator able to convey complex topics clearly. Engaging facilitator skilled at delivering dynamic educational content. Sharp analytical thinker with exceptional problem-solving skills. Adept in project management, needs analysis, evaluation, and e-learning development.

EMPLOYMENT HISTORY

Learning & Development Consultant, Mindy Wallis Consulting, 2001 – 2024

Clients include: MedCerts; Maine Center for Prehospital Education; Forrester Research; NXLevel Solutions; Walgreens; Culligan; American Bar Association; Mercury Marine; Adoption Learning Partners; FINRA.

- Designed instructional activities, researched and drafted content, designed storyboards, and edited video for e-learning courses for parents and adoption professionals, generating 50,000+ annual enrollments. Won a national content award for course on transracial adoption.
- Managed LMS for sales enablement team, uploading SCORM files, assigning users, and tracking completions.
- Provided expertise in content management, QA testing, UI/UX optimization, and end-user training for application development projects.
- Conducted research, composed content scripts, and developed e-learning for clients in the healthcare, financial services, utilities, and retail industries.
- Developed storyboards and proofread training materials for pharmaceutical professionals.
- Conducted classroom training for an LMS for a Fortune 500 company.
- Formulated strategy, facilitated workshops, coordinated communications, and managed volunteer workforce for community organization with 2000+ members in 14 separate sub-units.
- Managed staff 25 FTEs including hiring, training, developing processes, and authoring policies and procedures for a national database.

Instructional Designer, CareAcademy, Boston, MA, February 2018 – April 2023

Spearheaded creation of a compliance-based content library for a SaaS healthcare training company with nearly 500,000 learners completing over 2 million classes.

- Managed complete development cycle for over 100 e-learning courses and standalone videos, including needs analysis, research, scriptwriting, drafting storyboards, developing e-learning modules, creating live-action and animated videos, and uploading SCORM files to the learning management system (LMS).
- Collaborated with subject matter experts (SMEs) to develop a 75-hour blended competency-based curriculum to certify home health aides (HHA), including instructor guide, lesson plans, skills checklists, and a 150-question test bank.
- Transformed the instructor-led home health curriculum into a hybrid program with skill videos, improving consistency and reducing training time by 25%.
- Developed a comprehensive Covid-19 resource generating 40,000 enrollments in 2 years.
- Implemented process improvements for content development, including the use of AI-based tools, resulting in a 15% reduction in production time.

Senior Content and Learning Developer, Institute of Real Estate Management, Chicago, IL,
August 2012 – March 2017

Managed projects through the design and development process, including leading SMEs, coordinating review meetings, and developing ILT and e-learning training materials for 20,000 real estate professionals.

- Applied the ADDIE methodology to develop instructor-led training (ILT), job aids, and Articulate Storyline e-learning courses incorporating gamification, comics, and social learning.
- Developed multimedia course material, curriculum guide, and student interactions for four graduate-level courses on real estate management.
- Authored multiple textbooks on property management and real estate marketing, published and sold on Amazon.

Owner, Positive Sum Communities, Evanston, IL, 2010 - 2012

- Founded a coupon book fundraising company. Solicited advertising from 100 local businesses; coordinated printing and distribution of 3,000 coupon books to 20 charitable organizations; designed marketing materials, website and social media presence for the business.

TECHNICAL SKILLS

E-Learning: Articulate 360 (Rise; Storyline); Gomo

Video: Camtasia; Moovly; FinalCut Pro; Descript; Steve.ai; Pictory

Animation: Vyond;

Audio: Audacity; Play.ht

Graphics: Adobe Creative Suite; Canva

Communication/Collaboration: Zoom; WebEx; Microsoft Teams; Slack

Learning Management Systems: Cornerstone; LearnUpon; Thought Industries

Content Management: SharePoint; RedDot

Project Management: Asana; SmartSheets

CRM: Salesforce

EDUCATION

Master of Science, Library and Information Science, University of Illinois, Urbana-Champaign, IL

Master of Arts, History, Northwestern University, Evanston, IL

- Mellon Fellowship in the Humanities

Bachelor of Arts, History and American Studies, Northwestern University, Evanston, IL,

- Magna Cum Laude with departmental honors
- Phi Beta Kappa