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#### **SOFT SKILLS:**

- Instructional Design
  - ADDIE (have contributed to or completed all stages)
    - Analyze
    - Design
    - Develop
    - Implement
    - Evaluate
  - Instructor led
  - SCORM compliant online learning
  - Virtual worlds
  - High level simulations
  - Web 2.0
  - Mobile learning
- Strategic Planning
- Learning Management Systems
- Talent Management Solutions
- Succession Planning and Performance Solutions
- Project Management

#### **PUBLICATIONS:**

- Co-Authored patented online learning solution for voice recognition - ***VoiceTeach*** (1999)
- Co-Authored White Paper for Outstart – ***Learning Keys to Success: Creating a Learning Culture*** (2007)
- Published article in the e-Learning Guild – ***When Information Technology and Instructional Design Meet*** (2007)
- Authored a white paper for NetDimensions (EKP) – ***Performance Support Solutions*** (2007)
- Published an article for ASTD Learning Circuits on ***508 Compliant e-Learning***
- Published an article for the ASTD Learning Circuits on ***Gaming and High Level Simulations***
- Published an article for ASTD Learning Circuits on ***Mobile Learning***

### **Seminars Facilitated:**

- **Brandon Hall Gaming Webinar** – *Co-Presented with Gary Woodill* a webinar on creating interactive gaming solutions.
- **ASTD Washington Metro (Local Chapter) SIG** – *Introduction to Gaming.* November 6, 2008
- **Brandon Hall Innovations in Learning** – *Innovative Learning for ALL!* A focus on making all learning programs accessible to everyone, including those with disabilities. September 23, 2008.
- **E-Learning Guild** - *Making your e-Learning Interactive AND Available to All.* December 12, 2008

### **Other:**

- **Brandon Hall – Innovations in Learning Judge**– *Reviewed and scored e-learning tools and solutions.* 2007
- **Brandon Hall LMS Review Team** – *Wrote reviews for Learning Management System providers in the Brandon Hall database.* 2007

### **EDUCATION:**

Revans University- Masters Degree,  
Education and Learning. (2007)

Currently returned to school to study Game Art & Design  
Westwood College (2007- present)

### **PROFESSIONAL HISTORY:**

I am currently working as an independent consultant. Listed below are a few of the projects I have completed.

March 2008 – October 2008  
Department of Labor  
Washington, DC

#### **Instructional Designer and e-Learning Developer**

Created approximately 20 hours of SCORM compliant, 508 compatible online learning for the Department of Labor. The training was for an online software application they use as well as a Workers' Compensation Coordinator training. There was also a module on Safety in the Workplace. Sole designer and developer on the project.

April 2008 – June 2008  
KPMG  
Montvale, NJ

## **Instructional Designer**

Designed didactic learning in addition to scenarios for 6 hours of online learning in a gaming environment for KPMG. KPMG Managers were required to learn new reporting standards. They currently audit according to US GAAP and in the future they will be required to change their processes to adhere to IFRS worldwide accounting practices. This six module training was designed to give them didactic learning regarding terminology, background and history. In addition the modules were structured to present the learner with scenarios from a virtual company that would allow the learner to complete an audit using the new standards. This was a 1.5 million dollar project utilizing three onshore Instructional Designers and an offshore development group comprised of approximately 15 graphic artists and Flash developers.

January 2008 – February 2008  
Global Cold Chain Alliance  
Alexandria, VA

## **Consultant**

Completed a two month contract for the International Association of Refrigerated Warehouses. Conducted a need analysis to redesign their current learning program. Focus was on bringing their learning on line and what was involved, what the needs of their clients were, the ROI and how to structure the set up and delivery of the new learning program. There were approximately 18,000 potential learners and 650 sites that will be utilizing the new learning program. Financially it was structured so the membership was charged a nominal fee to cover the cost of implementation and development the first year and then funds from the ensuing years would maintain, update and add additional coursework. This program was designed to generate funding to set up and maintain the new training department that was created as a result of this project.

January 2006 to November 2007  
Sodexo, Inc  
Gaithersburg, MD

## **Talent Management Project Manager**

Hired to evaluate their current talent management strategy and technology solutions. Made recommendations for performance enhancing strategies as well as organizational change.

- **Improved vendor relations.** Sodexo had a strained relationship with their LMS provider which was causing performance issues with the technology. Upon successful implementation of process improvement and project management tools, the relationship has improved and the product is performing more in line with desired expectations.
- Despite the improved state of the LMS, the required functionality was not present and thus a new LMS was pursued. **Completed the due diligence, requirements gathering, strategic alignment of business objectives with the technology, implementation and testing of the new system.**

- Managed the project and team complete with project plans, charters and status reports for a **major upgrade to Succession Planning tool.**
- **Completed translation project** for Performance Management system and upgraded binary system.
- **Managed the project and team in translating the online Performance System** into French Canadian complete with testing and validation.
- **Completed gap analysis for online learning** and implemented procedures for **development of an internal staff development program** in addition to the selection of authoring tools and vendors whose vision aligned with the strategic goals of Sodexho University.
- **Designed Instructor Led training in addition to highly interactive simulation, web and computer based SCORM compliant training.**
- **Reviewed and negotiated contracts**, statements of work and letters of intent relevant to Information Technology, Learning, Recruiting and Development projects.

October 2004 to December 2005

AlphaGraphics, Inc

Salt Lake City, UT

### **Instructional Designer**

Hired to fill a new Instructional Design position. AlphaGraphics had never had a trained Instructional Designer on staff and was desirous to bring learning and organizational change for geographically dispersed franchisees online in addition to overhauling the existing New Franchisee Instructor Led training program. To accomplish this all due diligence and implementation plans for an LMS were created and carried out. Completed the implementation and testing cycles for the new LMS. Also created and storyboarded Instructor Led training solutions in addition to SCORM compliant web and computer based learning experiences. Employed the following strategies to all curriculum developed.

- Accelerated learning, remedial strategies, reinforcement through interactive methods
- Effective Delivery Methods
- Initiating Group Interaction
- Facilitating learning for ALL clients
- Evaluation techniques

June 1994 to December 2000

Digitalk, Inc.

Lehi, UT

### **Owner**

### **Instructional Designer**

### **Trainer**

Digitalk, Inc. was ranked number 30 out of 750 Premier Partners for Dragon Systems Voice Recognition system in 1999. Managed staff that pioneered effective training solutions for workforce populations who required 508 compliant assistive technology to enter or re-enter the workforce. Other clients of voice recognition technology included doctors, lawyers and professional business people.

- **Designed, delivered and evaluated learning events** focusing on job skills training, new products and processes for professional individuals, colleges and corporate groups.
- **Developed training curriculum and on-line training programs** for Digitalk, Inc. Implemented adult learning principles as well as remedial strategies into curriculum. Accelerated learning and/or interactive modules were incorporated for reinforcement purposes. Developed outcomes based evaluation program to modify the curriculum and ensure that clients were comfortable using the appropriate software in their work environment upon successful completion of the training program.
- **Developed follow-up technical support programs** to supplement the initial training and monitor the success of clients.
  - **Customized software using VB Script and Visual Basic** to meet end user needs. Trained and educated disabled individuals one-on-one in the use of computer software programs such as Windows 95/98, NT, 2000, Millennium and XP. The primary goal of training was to allow the end-user to develop computer skills necessary to function effectively in a meaningful employment setting. Training on a variety of word processing, spreadsheet and presentation software programs was presented on an as-needed basis. Trained these same individuals to access the computer using varying degrees of voice recognition to access the computer as opposed to keyboard or mouse input.
- **Designed and implemented marketing strategies, which resulted in a 300% growth rate over a 5-year period.**
- Successfully researched and wrote grants to philanthropists and government agencies soliciting funding for various programs to train the disabled.

### **ASSOCIATIONS:**

ASTD - American Society of Training Development  
2004 – 2007

E-Learning Guild  
2007

Brandon Hall Consultant (through Chapman Alliance)  
2007

Certified Technical Trainer  
1998 – 2000

Human Capital Institute  
2006 – 2007

#### Instructional Design Certifications

- Accelerated Learning – Dave Meier
- E-Learning Certificate – ASTD
- SCORM Certificate – ADL
- Instructional Systems Design – Training Doctor

## **COMPUTER SKILLS**

### Authoring Tools

- Toolbook
- Lectora
- Flash
- Dreamweaver
- Articulate
- Captivate
- Camtasia
- RoboHelp

### Electronic Performance Support Solutions:

- Assima
- Assistware

### Design Software

- Photoshop
- Illustrator
- Fireworks
- InDesign

### Office Software

- MS Office Suite
- MS Project
- Quickbooks Pro
- Quicken