

Marilyn Kramer, MS

eLEARNING AND CERTIFIED INSTRUCTIONAL DESIGNER (ADVANCED E-LEARNING)

Lisle, IL 60532 [Website: kramerdesigns.com](http://Website:kramerdesigns.com)

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SUMMARY

Solid certified instructional designer and e-Learning developer with over seven years of hands-on experience with eLearning; software skills include proficiency with Articulate Studio, Adobe Captivate, Adobe Presenter, and CourseAvenue. Experienced with a wide variety of development tools including SnagIt and Microsoft Image Composer. Some exposure to other eLearning design tools such as Lectora, Camtasia and other Adobe products.

Heavy corporate instructional design experience; develops relevant and high quality training programs, participant guides, manuals and online resources. Use ADDIE model for systematic instructional design model – **A**nalysis, **D**esign, **D**evelopment, **I**mplementation and **E**valuation.

Ensures quality and accuracy of online courses content by working closely with corporate subject matter advisors and experts (SMEs), compliance and legal departments.

Strong working experience with the full spectrum of Microsoft products including Word, PowerPoint, Visio and Publisher. Some HTML experience using Microsoft FrontPage and Adobe Dreamweaver. Adobe Flash studies underway.

Enthusiastic and driven to implement new eLearning and training methods. Ability to work in a constantly changing environment and with a variety of personalities.

EXPERIENCE

Kramer Designs

1995 – Present

Owner, eLearning Consultant, Lisle, IL

- End-to-End course development capability to write content through delivering files for publication (includes graphics, voiceovers and interaction with SME)
- Managed and/or involved in over 100 projects; developed eLearning since 2003; see page 2 for a few project titles
- Major financial/insurance company as primary client, since 1997
- Website development and maintenance for several clients
- Completed succession planning project at Tribune Company in 2000
- Setup of Kramer Designs, LLC in 2009
- Compliant with insurance requirements by client

Amoco Corporation

1987 – 1995

Various Positions with Increasing Responsibility

- Training Consultant, Information Technology (1994 – 1995), Chicago, IL
- Specialist, Marketing Evaluations (1994 – 1992), Chicago, IL
- Specialist, Marketing Planning and Strategies (1991 – 1992), Chicago, IL
- National Account Manager, Commercial and Industrial Sales (1989 – 1990), Oakbrook, IL
- Territory Manager, Commercial and Industrial Sales (1987 – 1988), Indianapolis, IN

EDUCATION

INDIANA WESLEYAN UNIVERSITY, INDIANAPOLIS, INDIANA

- **MS** Management

PURDUE UNIVERSITY, WEST LAFAYETTE, INDIANA

- **BS** Management

LANGEVIN LEARNING SERVICES

- **Certified Instructional Designer**

ASTD

- **Certified Advanced E-Learning Instructional Design**

"Shown below is a sampling of course titles, written and produced by me. Thousands of my client's employees have benefited from these and other courses I've written." - Marilyn

- Actuarial Insurance Basics and Data Organization
- AI/PS for Claim (Claim Account Information / Producer Services system)
- Blackberry Instructional Modules (many modules)
- California Anti-Fraud (blended-learning)
- CAT Modeling (Catastrophe)
- Check In Out for Employees; Check In Out for Managers
- Clearview QuickView; Clearview View Only
- Code of Professional Conduct California
- Collaboration (several courses)
- eCampus
- eFile (several courses)
- Escheatment
- Reporting in Enterprise eTime
- Filenet (several courses)
- FMI (vendor) Content (3 courses): Electrical Contractors; Road, Bridge and Transportation Contractors; Underground Contractors
- Focus on Safety (5 courses): Emergencies & Evacuations; FAST Refresher; Office Safety and Fire Prevention; Slips, Trips & Falls; Violence in the Workplace
- Inland Marine (several courses)
- Internal Control Basics
- Introduction to Insurance: Welcome to the World of Insurance
- Loss Sensitive Program – several courses
- Medical Impact Analysis
- New Jersey Fraud (several courses for blended learning)
- PeopleSoft CRM Incident Tracking Training
- Products Liability Underwriting
- PST – Performance Support Tool (several courses)
- Risk Control: Concepts
- Risk Control: Construction Safety
- Risk Control: Exposure and Hazards Controls
- Risk Control: Fleet Safety
- Risk Control: General Liability
- Risk Control: Management Elements
- Risk Control: Professionalism
- Risk Control: RC Desk
- Talent Management Rating Agencies
- UWS: Making Adjustments in TAP (Underwriter Work Station)
- UWS: Introductory Training
- Workers Comp Loss Analysis