

Roni Wilson-Vinson

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Professional Summary

Creative training professional with a 20+ year proven track record for instructional design, training project management, building and maintaining customer relationships, and effective use of web-based technologies.

Key Strengths

- Over 20 years of experience in training, instructional design, adult learning theory and project management.
- Key work experience in instructor-led, synchronous and interactive Web-based training deliverables.
- Extensive experience documenting processes, procedures, policies, and job aids for trainers and training departments.
- Proficiency managing the design, development, and implementation of learning deliverable projects.
- Excellent oral and written communicator for many industries and levels within an organization; from SMEs to technical staff; from Chief Executive to front line.
- Comfortable using Saba Publisher and the Saba LMS

Relevant Work Experience

Self, Dayton, OH

11/2010 to present

Independent Training Consultant

- Instructional design and storyboarding
- Development of training using Captivate
- Voice over talent
- Conducting webinars on presentation skills and digital storytelling

DSD Laboratories, Inc., Sudbury, MA

2/2010 to 11/2010

Special Project Training Manager

- Create/maintain schedules & budgets for 19 simultaneous training projects in a fast paced-environment.
- Manage training team (2 virtual and 2 local).
- Work with customers, applications and SMEs to develop training plans and instructional definition documents
- Develop Training Standards, Online User Guides, Online & Printable Quick Reference Guides , Online tutorials developed in Captivate, and Instructor-led training/Train the Trainer via webinar.
- Project delivered on time and under budget.

PNC Mortgage (formerly National City Mortgage), Miamisburg, OH

2006 to 2010

Training Project Manager, Senior Instructional Designer

- Create vendor courseware development standards which saved company over \$450,000.
- Mentor trainers in instructional design practices and standards.
- Develop Management Training Curriculum to acclimate National City Managers to new corporate culture at PNC Bank.
- Create and maintain the Editorial Style Guide and Writing Standards.
- Develop Training Department process standards.
- Develop Socratic Sales online courseware.
- Develop and Deliver Regulatory compliance training, SharePoint training, Presentation skills training, Instructional methodologies training.
- Develop and conduct assessment and testing.

Northrop Grumman, Fairborn, OH

2000 to 2006

Instructional Design Manager

- Manage and develop team of instructional designers (7 local and 3 virtual).
- Authored and developed over 80 SCORM conformant and ADA Section 508 compliant courseware/job tools (both CBT and WBT) which included the topics of Commercial Food Processor Operations and sales, Configuration Management, Weapon System Integrity, AF Knowledge Now, Activity Based Costing, Modification Management, etc.
- Create mass casualty triage job aid for the Department of Defense using Pocket PC and mobile phone technology.
- Created courseware for Air Force Institute of Technology (AFIT), USAF Surgeon General's Office, US Transportation Command, HQ AFMC, US Department of State, US Navy, US Army, and NSA.
- Presented at five (5) national conferences, published papers in three (3) training journals.

Learning Technologies, West Milton, OH

1998 to 2000

Principle Training Consultant

- Manager and owner of training consulting firm.
- Conduct all marketing and business development activities.
- Completed all bidding processes and proposal writing.
- Consulted with clients to complete needs assessments, research and development of custom performance support tools.
- Create globally distributed Community-Oriented Policing CBT curriculum
- Develop instructor-led Commercial Skills Training and Documentation for Marathon Ashland Petroleum
- Develop and Deliver instructor-led Leadership and Teambuilding Training for Delphi Corporation (both union and management)
- Develop instructor-led Leadership Development Curriculum for Wright State University.
- Presented at two (2) national conferences.

Media Consulting, Inc., Dayton, OH

1998 to 2000

Training Consultant/Manager

- Manage Project Team.
- Develop consulting relationships with clients and subject matter experts to uncover client's training needs and goals.
- Utilize needs assessments and gap analysis to design effective training to support the client's goals and achieve training expectations.
- Customers included: Proctor & Gamble, Reynolds & Reynolds, NCR, Iams, Ameritech, Lexis Nexis

St. Joseph Children's Treatment Center, Dayton, OH

1995 to 1998

Director, National Training Institute

- Manage and develop team of trainers.
- Assessed organizational staff training needs through surveys and performance measures.
- Used assessment data to develop a comprehensive staff resource library.
- Designed and developed a PC training lab to support the organization's continuing education and skill assessment needs.
- Coordinated and conducted conferences and workshops for educators and mental health professionals about cutting edge practices and methodologies in children's mental health protocols.

Education and Professional Development

B.A. Communications Wright State University Dayton, OH 1990

Affiliations, Presentations and Publications

- Presenter/Published, Global Treatment Protocol Course, Phase 2 Training for First Responders, Interservice/Industry Training, Simulation and Education Conference (I/ITSEC), 2004.
- Presenter/Published, Global Treatment Protocol Training for First Responders, Battlefield Healthcare Conference, 2004.
- Presenter/Published, Global Treatment Protocol Course, A New Approach for First Responders, Interservice/Industry Training, Simulation and Education Conference (I/ITSEC), 2003.
- American Society of Training & Development, Western Ohio Chapter President, 1999, 2000, Board Member, 1994-1999.

Honors and Awards

- Judge, Brandon Hall Research Excellence in Learning Awards, 2006, 2007, 2009, 2010.
- Received \$2200 performance bonus, National City Mortgage, February 2009.
- Received \$500 award and National City Champion Award, National City Mortgage, 2008 & 2007.
- Received a \$1000 performance bonus and "TAP" Award, Northrop Grumman, 2004 & 2005.

Security Clearance

Secret