

Brenna J. Droege

PROFESSIONAL SUMMARY

My detailed organizational skills allow me to move an Instructional Systems Design (ISD) project to successful, timely completion. I enjoy working with Subject Matter Experts to develop training and implementing deliverables on a Learning Management System.

CORE QUALIFICATIONS

- Successfully define Enabling and Terminal objectives
 - Create and update Master Task List (MTL) and Training Task List (TTL)
 - Utilize automated Excel based Difficulty, Importance, Frequency (DIF) analysis to determine which objectives are taught and in which format they are delivered
 - Create Instructor /Student guide templates
 - Maintain Quality Assurance process
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PROFESSIONAL EXPERIENCE

07/2015-01/2016 CORSAIR ENGINEERING

Instructional Systems Designer

This contract included developing Homeland Security Integrated Fixed Towers multimedia lessons for Customs and Border Patrol. Design and program narrated lessons with Captivate 8 and IBM Kenexa Learning Management System. Required developing conditional action scripts to pass student activity reporting variables in Captivate. Tested Kenexa LCMS SCORM 2004 manifest package in the Advanced Distributed Learning test suite for export to the Meridian LMS. Required applying adult learning theory and fundamentals of interactivity to build expertise.

10/2012-1/2013 CAMBER CORPORATION

Instructional Systems Designer

Assignment included developing on-line training for Navy Command Financial Management. Developed Excel tracking spreadsheet to monitor Government Furnished Inventory (GFI). Designed and tracked lessons with the Novonics Easy Authoring Tool (NEAT) Learning Content Management System (LCMS), working successfully to monitor JIRA, a Customer Relationship Management peer reviews. Wrote lesson content based on contract requirements and continuously updated GFI. Scheduled and tracked internal and external peer reviews. Designed wireframe models aligned to user roles. This included assigning familiarization lessons, pretests, lessons, posttests, and remedial training for all students identified in the contract scope.

10/2011-5/2012 L3 COMMUNICATIONS

Principal Instructional Designer

Daily activities included writing training analyses for New Equipment Training (NET) delivered with SAAB and Lockheed Martin range targets. Created a Training Task List to identify SOW required training with DID (DI ILSS- 80872) specifications for the Range Training Program Manager. Analyzed SAAB training on this Indefinite Delivery/Indefinite Quantity contract. TTL supported the Manpower Training Plan (MPTP). This MPTP was used as the foundation for cross training skill based objectives.

1/2006-8/2011 LOCKHEED MARTIN

Instructional Systems Engineer

Applied the Analyze, Design, Develop, Implement, and Evaluate (ADDIE) model to Joint Strike Fighter Infrastructure, aircraft maintenance and sustainment software training. I delivered this training on the Evolution Outstart LMS and also face-to-face small group sessions throughout the year.

Created easy to follow, scalable training for a large suite of eight interactive applications. Analyzed Statement of Work (SOW) to develop Integrated Master Schedule (IMS). This document was used to establish the Work Breakdown Structure (WBS). The analysis was ongoing during spiral development.

Organized training objectives into a MTL from the capabilities catalog, while ensuring key departments were satisfied at benchmark meetings. Extracted the TTL and ran a DIF analysis with the customer. Determined which training was critical and which was "On the Job" related. Added Blooms action verbs and numbering convention to the TTL. Utilized TTL to manage workflow between team members. Created Instructor/Student Guide templates. Installed two week QA process. Created role based step-by-step workbooks showing traceability back to original MTL for "Just in Time" training. Customer requested my User Guide to be delivered in Compressed HTML (CHM) as the software embedded help guide. Explained role and task relationships with an illustrated process model.

Wrote User Guide as the foundation for program Computer Based Training (CBT). Started the team in Adobe Captivate, capturing the live software application steps from User Guides. This is an inexpensive, application renders a SWF file. SWF is installed on every Windows operating system so it does not require additional plug-ins. The SWF files may be transferred "as is" to a Learning Management System as reusable SCORM compliant learning objects.

8/2005 – 1/2006

Designed and developed Environment Safety & Health (ESH) web based training with the Evolution Outstart LCMS. Reviewers based at remote locations entered peer review comments which were relayed in real time to developers. Updates were approved and processed within 24-hour turn around. The effort required developing all graphics and managing extensive audio files. Project required audio editing with Macromedia Flash and Sorensen Squeeze used to optimize file size. Optimize web graphics to ensure the CBT loaded quickly.

EDUCATION

SEMINOLE STATE COLLEGE

Medical Billing and Coding Certificate, July 2015

UNIVERSITY of CENTRAL FLORIDA

Masters of Instructional Systems, December 2005

UNIVERSITY of CENTRAL FLORIDA

Bachelor of Art Degree, Specializing in Graphics & Multimedia, December 1999