



VICTORIA ELDER

INSTRUCTIONAL DESIGNER

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CERTIFICATIONS

Department of Energy Instructor
Institution: NOE National Training Center
March 2018

Master Six Sigma
Institution: Villanova University
September 2011

Lean Six Sigma Black Belt
Institution: Villanova University
March 2011

AWARDS & RECOGNITION

Secretary of Energy Achievement Award
Department of Energy, 2019

Air Force Academic Achievement Award
ARMA, Contractor to USAF Special
Operations Command, 2013



EDUCATION HISTORY

- Master of Education in Learning, Design, & Technology**
Instructional Design & Development
University of Georgia JUL 2023
- Graduate Certificate in eLearning Design**
University of Georgia JUL 2023
- Bachelor of Science in Management**
University of Phoenix OCT 2020



WORK EXPERIENCE

- Developed CDC Collateral Duty Safety Officer (CDSO) online training course; cradle-to-grave development
- Assisted in the development of the NM Works Online TANF Work Assessment; organized pilot program and created Computer-based Training (CBT) module using Articulate Storyline
- Generated student feedback through focus groups and online evaluations using Kirkpatrick Model
- Composed the SL Start Training & Quality Playbook; outlined team performance standards and metrics
- Facilitated virtual and classroom training in various roles, including instructional designer and lead trainer
- Implemented the use of Gantt charts in Training Department to track tasks, personnel, and prioritization
- Developed content and used blended learning techniques to conduct training on the Electronic Flight Bag (EFB) for AFSOC C-130 flying squadrons and Mission Systems Support Center staff
- Designed, trained, and implemented the CORE Training Program based on the 10 Key Attributes of Lean Manufacturing using a 12-block program of at least four (4) training modules each
- Designed and developed instructor-led and virtual training covering topics ranging from customer service to specialized military systems



TECHNICAL PROFICIENCIES

Microsoft 365

- o Word
- o Excel
- o PowerPoint
- o Project

Adobe Creative Suite

- o Photoshop
- o Premiere Pro
- o Acrobat Pro
- o Illustrator

Other Systems

- o Lectora
- o Articulate Storyline
- o Camtasia Studio
- o Vyond
- o Canva
- o Smartsheet