

James L. Simers

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Training & Development Leader

Professional learning and development leader with over ten years of experience in both the private and public sector who champions business success through employee growth and organizational change.

- Developed and implemented on-boarding programs with two different companies.
- Designed, developed, and implemented training strategies for software implementations and upgrades.
- Develop and facilitate training events, interactive learning labs, and courses for audiences of 1-500.
- Use strategic partnerships to develop change management to successfully roll-out new initiatives.
- Successfully conducted needs analysis, selected and implemented an LMS system.

PROFESSIONAL EXPERIENCE

WinnCompanies, Boston, MA

April 2015 – present

TRAINING SPECIALIST

Provide training and development leadership and support to a variety of projects to further the company's business priorities.

Key highlights

- Lead a cross-functional team to develop employee on-boarding program including a manager toolkit with on-boarding plan templates, a new team member reference guide, orientation video and accountability and evaluation tools.
- Designed and implemented a training plan for the initial roll-out of Ceridian Dayforce to assist employees at all levels learn this new HRIS platform including the different timekeeping devices: touch clock, mobile app, and computer application.
- Consult with leaders in other departments to develop training resources for new initiatives and to redesign existing resources to better engage employees and transfer knowledge.
- Redesign and facilitate leadership and systems training courses.

City Electric Supply, Marshfield, MA

June 2011 – April 2015

TRAINING SPECIALIST

Provide vision and leadership through a variety of training solutions from inception to delivery to internal clients throughout all levels of the company.

Key highlights

- Created corporate eLearning branding and standards and designed and developed the companies computer based training modules using Adobe Captivate and Audition.
- Integral part of the team that developed and implemented a year-long induction training program for 1500+ employees and provided ongoing training and support.
- Visioned and implemented a marketing campaign to increase employee awareness and engagement with training resources.
- Provided coaching to company managers on employee development and mentor fellow training team members to improve skills and grow as professionals.
- Conducted needs analysis for selection and implementation of a Learning Management System (LMS) to support educational programs.
- Designed and implemented a training feedback system for webinar training.
- Became a SME on the proprietary Inventory Management System and train all levels of users in it through synchronous and asynchronous learning tools.

Children's Rescue Mission, Norwalk, CT

2010 – 2011

E-LEARNING DEVELOPER (VOLUNTEER CONTRACT PROJECT)

Contracted to independently develop a Trip Guide and Spanish Tutorial, two computer-based training modules for volunteer short-term missionaries. Engaged Subject Matter Experts (SME) to create compelling, accurate program content.

Mustard Seed Design, LLC, Trumbull, CT

2007 – 2011

LANDSCAPE DESIGNER/OWNER

Established firm to assist clients in by creating solutions to fit their landscaping needs. Worked with clients to determine needs and select the landscape design solutions that most effectively fit with their horticultural requirements and budgets. This included supervising subcontractors during installations or coaching clients for DIY installations and in care and maintenance techniques.

Mad Science of Fairfield County, Stratford, CT

2005 – 2006

OFFICE MANAGER

Created a culture of high performance for up to 12 science instructors and two office staff in delivering highly interactive shows that are educational and entertaining. In small group and one-on-one settings, trained instructors on the science program content and effective, engaging presentation skills. Researched and created new material for programs, including workshops and large-crowd shows.

New Canaan Board Of Education, New Canaan, CT

1999 – 2005

TEACHER

Managed the learning programs for a classroom of third and fourth-graders of all skills, from special needs through gifted. Planned and delivered compelling curriculum to engage students actively in the learning process, including instruction on RoboLab and iMovie. Measured individual student performance through assessments and tests; worked with students and parents to improve learning.

ADDITIONAL EXPERIENCE

Technical Reviewer, Packt Publishing, Birmingham, UK (2014)

Edited the book, Mastering Adobe Captivate 7 by Damien Bruyndonckx.

Guest Lecturer (2009)

Instructed students on ProLandscape Image Editor for Landscape Design II course through classroom lab sessions.

EDUCATION • PROFESSIONAL DEVELOPMENT

Certificate in Workplace eLearning & Performance Support, Boise State University 2011

Master's Degree, Educational Technology, Fairfield University 2002

Bachelor's Degree, Psychology, Sacred Heart University 1997

SERVICE TO OTHERS

Small Group Leader, The River Church

PROFESSIONAL AFFILIATIONS

The eLearning Guild

Association for Talent Development (ATD)

LEARNING TECHNOLOGIES

Captivate CS7 & CS5.5, Audition C6 & CS5.5, Photoshop CS5.5, InDesign CS6, Articulate Storyline, WebEx, GoToMeeting, and Microsoft Office Suite including PowerPoint, Word, Outlook, Excel, and Publisher.