TERENCE NUMVI

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**Objective**: To obtain a challenging position as an e-learning developer where I can utilize my extensive experience in designing and developing effective and engaging training programs for adult learners and managing the organization’s LMS.

**Summary:**

Experienced Learning Management System Administrator with over 5 years of expertise in managing, maintaining, and optimizing LMS platforms. Adept at overseeing the implementation of online learning solutions and providing technical support to ensure seamless operation and user satisfaction.

I am an experienced e-learning developer with over five years of experience in developing engaging and interactive learning activities for adult learners. I possess expert knowledge in learning theories, instructional design models, and e-learning multimedia design. I have expert knowledge in using various instructional design tools such as Articulate Storyline 360, Articulate Rise 360, Vyond Animation, Camtasia, Audacity, Murf, and Learning Management Systems (LMS) such as Canvas, Talent, and SABA. I am skilled in developing 508 compliance e-learning courses, writing detailed storyboards, creating job aids, and facilitator's guides. I have strong project management skills and can develop courses from conception to finish.

# PROFESSIONAL EXPERIENCE

# e-learning Developer/LMS Administrator

# Swingtech Inc February 2021-Present

# Designed and Developed multiple 508 compliance e-learning courses using articulate storyline 360, articulate rise and Vyond animation.

# Developed up to 6 modules per day from approved storyboard with high attention to details

# Designed and developed multiple job aids, Facilitator’s guide etc

# Designed SOPs for the entire team to use as a standard for designing and developing courses

# Managed the administration and configuration of the organization's LMS platform, including user management, course creation, and content upload.

# Provided technical support to faculty, staff, and learners, troubleshooting issues related to the LMS functionality, access, and performance.

# Conducted regular system maintenance, updates, and upgrades to ensure optimal performance and security of the LMS platform.

# Collaborated with instructional designers and subject matter experts to develop and implement online courses, assessments, and learning resources.

# Instructional Designer

# Judiciary college Maryland (contract) July 2020 – February 2021

# Met with subject matter experts to gather relevant information about specific training.

# Understand training requirements and write objectives and goals.

# Outline training deliverables and presented them to the stakeholders for approval

# Created a detailed project plan outlining the course development process from conception to finish.

# Write a detailed storyboard with a complete course design.

# Developed course from storyboard using a variety of tools.

# Upload courses to Canvas LMS and pilot test for proper functionality

**e-Learning Developer –** FINRA – (September 2019-June 2020)

* Designed and developed courses from scratch by working in collaboration with SMEs to define the objective and the gap in learning for the Continuous Education department at FINRA.
* Reviewed course content for instructional design soundness and provide feedback for improvement.
* Revamped old courses with new instructional design strategies and developed them to full course modules.

**eLearning Developer**– Goodyear tire and rubber (Jan 2018 to August 2019)

* Developed effective, participant-centered learning solutions to broad skill sets at various levels in partnership with subject matter experts
* Designed and developed new courses for the Goodyear Tire sales team following the production of new tires to ensure sales personnel have enough information about the new tires released before it launched
* Measured e-learning training effectiveness and work on continuous improvement. Consult on new adult learning technologies and tools.
* Worked closely with the sales enablement team to identify sales gap and creates courses and job aids to help improve sales performance.

# EDUCATION

**Master of Science - Educational Sciences**

University of Brussels, Belgium

# Bachelor of Science - Educational psychology

University of BUEA,

# CERTIFICATIONS

Instructional Design essentials: Models of ID from LinkedIn Learning Instructional Design Needs Analysis from LinkedIn Learning

IDOL Course Academy (Instructional Design and Online learning) NovoEd Learner experience design (LXD)

# PORTFOLIO: [www.terencenumvi.com](http://www.terencenumvi.com/)

Skills:

* Expert knowledge in learning theories, instructional design models, and e-learning multimedia design.
* Strong project management skills
* Proficient in LMS administration (SABA, Blackboard, Canvas)
* Strong technical troubleshooting and problem-solving skills
* Excellent communication and interpersonal abilities