



Emily Correa

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Summary

Instructional Designer, Corporate Trainer, and Master Certified Coach with over 12 years of experience delivering training, leadership, and professional development programs for Fortune 500 companies, government agencies, and private organizations.

Skilled in instructional design, facilitation, and organizational consulting, with a strong foundation in public relations, digital marketing, and strategic communications. Experienced in coordinating learning programs, retreats, and large-scale events that enhance engagement and visibility.

Adept at collaborating with executives and SMEs to design engaging curriculum, facilitate experiential learning, and align training initiatives with business and cultural objectives.

Objective

Seeking a remote or hybrid role in Learning & Development, Instructional Design, or Leadership Training, where I can leverage my expertise in curriculum design, facilitation, and organizational development along with strengths in program logistics, event coordination, sponsorship collaboration, and strategic media communications to deliver engaging and high-impact learning experiences.

Core Competencies & Tools

Instructional Design: ADDIE, SAM, Storyboarding, Curriculum Development, Needs Analysis, eLearning Development, Multimedia Design (Canva, WordPress, Wix, Adobe Premiere, Illustrator)

Learning Technology: Articulate Storyline & Rise, Adobe Captivate, Camtasia, Snagit, Squarespace, HeyGen (AI), ChatGPT, MetaAI

LMS Platforms: Workday, Docebo, TalentLMS, SharePoint, Salesforce, HubSpot, MailChimp

Training Delivery: ILT, vILT, Leadership Development, Coaching, Facilitation, Experiential Learning

Consulting & Strategy: Stakeholder & Sponsor Engagement, Event & Program Management, Public Relations & Digital Marketing, Strategic Communications, Change Management, Organizational Development, Instructional Technology, Performance Improvement

Industries: Healthcare, Military, Retail, Technology, Telecommunications, Finance

Professional Experience

Learning Experience Consultant | Part-Time | *Divine Women in Business (DWIB)* | Remote | 2013 – Present

- Curated, produced, and facilitated 80 live leadership and experiential learning events nationwide, including business incubators, charity galas, and 3 multi-day “Awaken Your Light” Retreat” launches (Recent: Florida Oct 2025).
- Managed end-to-end program operations with teams averaging 35 staff, vendors, and event coordinators (and up to 75 at peak), including event design, logistics, vendor contracts, sponsorship coordination, and hospitality for multi-day and single-day leadership and brand-development programs.
- Applied adult-learning and experiential-facilitation methodologies to design programs that strengthened leadership capability, engagement, and brand visibility among women entrepreneurs.
- Secured and maintained over 100 sponsor partnerships, including 20 high-value sponsors for the Awaken Your Light Retreat, representing luxury hospitality, wellness, and TV/media brands.
- Directed three month through six-month integrated marketing campaigns per event, combining targeted email outreach, social-media engagement, paid advertising, and PR initiatives to expand audience reach and drive sponsor ROI.
- Serve as Editor-in-Chief of Divine Women in Business Magazine, leading editorial strategy and partnerships for a national platform promoting women founders and advocating for domestic-violence awareness.

Training Analyst | *SLG Innovation – Chicago Fire & Police Department Project* | Chicago, IL | 01/2025 – 03/2025

- Supported the launch of new call center software for first responders by designing training curriculum.
- Partnered with 10 onsite trainers across 25+ one hour roleplays, providing structured feedback and coaching.

- Created 3 PowerPoint training flows and 1 color-coded process chart presented to management at a conference.

Instructional Designer | I-CAR | Chicago, IL | 08/2024 – 12/2024

- Designed 250+ Storyline slides across multiple eLearning courses for automotive professionals.
- Revamped 33 outdated training materials, making 1,000+ edits to improve clarity and effectiveness.
- Facilitated 100+ SME meetings ensuring training alignment with industry standards.

Instructional Designer & Trainer | Apex Consultants / U.S. Army Corps of Engineers | Chicago, IL | 02/2024 – 05/2024

- Built a 30-slide leadership course on communication, teamwork, and conflict resolution.
- Delivered a week-long ILT program with roleplays, group activities, and speaking challenges.
- Coached 13 engineers on public speaking and leadership skills.

Instructional Designer | GEBBS Consulting /Blue Cross Blue Shield | Chicago, IL | 12/2023 – 03/2024

- Updated edits and quality assured 600+ healthcare-related Captivate-based courses in the company's LMS.
- Designed 2 troubleshooting trackers and provided daily 10-category QA reports.

Instructional Designer | PIP Partners / Hexure | Chicago, IL | 04/2023 – 11/2023

- Partnered with HR to map 100+ software engineering technical processes and redesign training workflows.
- Created a 40-page learner's guide, 6 job aids, and a 20-slide interactive template for role-based learning.
- Conducted 30+ SME meetings from Quality Analysts to Engineers for the CEO/HR feedback and inventoried 140+ training tools for efficiency.

Instructional Designer | G.P. Strategies / U.S. Navy | Chicago, IL | 11/2021 – 04/2023

- Developed 30+ ILT and Storyline courses for submarine shipbuilding training (classified & unclassified).

- Coordinated with 20+ SMEs, QA specialists, and developers to ensure accuracy and delivery within deadlines.
- Extensive project management skills; balanced up to 6 courses simultaneously at various development stages across all SME meetings/deadlines.

Senior Instructional Designer | *Walmart* | Chicago, IL | 05/2022 – 09/2022

- Created a 3-module interactive eLearning presentation (50 slides + multimedia) of new delivery services for stakeholders.
- Revised 2 facilitator guides and 2 participant guides for train-the-trainer rollout.

Additional Experience (L&D Projects)

Senior Instructional Designer | *Mark Anthony Wine & Spirits* | Chicago, IL | 2022

- Standardized 15+ sales training decks into branded templates; created a 19-page participant guide used by 10 national trainers.

Instructional Designer | *We Energies* | Chicago, IL | 2021–2022

- Updated 900+ PowerPoint slides, transcribed 100+ pages of SME notes, and co-led a 5-person think tank to build a new manager training course.

L&D Consultant | *Wells Fargo* | Chicago, IL | 2021

- Designed and facilitated leadership/entrepreneurship programs reaching 50+ small business owners; produced a 21-question interactive quiz and 50-page workbook.

Instructional Designer | *Professional Convention Management Association (PCMA)* | Chicago, IL | 2020

- Built the Digital Events Strategist Certification with 127 pages of content, 5 modules, and 150+ assessment questions for global event professionals.

Instructional Designer | *Blue Cross Blue Shield* | Chicago, IL | 2019–2020

- Developed 9 Storyline courses including “Insurance 101” (65 slides, 20+ interactions). Created a 28-resource sales library improving onboarding for 1,000+ employees.

Instructional Designer | *Carnival Cruise Lines* | Miami, FL | 2019

- Designed a 90-minute workshop on “Trust & Credibility,” building a 55-page facilitator guide, 15-page participant guide, and 20-slide deck rolled out ship-wide.

Program Creator & Coach Trainer | *Sixstar Coaching* | Remote | 2018–2019

- Developed a 12-week, 35-hour certification program with a 111-page workbook, enrolling 250+ students worldwide and achieving a 5-star rating.

Digital Learning Strategist | *PwC* | Chicago, IL | 2018

- Storyboarded 5 eLearning courses, designed a 15-slide toolkit of 30 engagement strategies, and selected

150+ stock photos for branding alignment.

Instructional Designer & Co-Trainer | *TracFone Wireless* | Doral, FL | 2017

- Produced 21 Camtasia training videos, 15 quizzes/games, and converted 378 pages of manuals into editable Word docs.

Corporate Training Analyst | *National Grid* | Brooklyn, NY | 2012–2014

- Onboarded 135+ new hires; trained 165+ call center employees across 30+ safety workshops. Acted as Lead Emergency Trainer during Hurricane Sandy, addressing stress calls for 150 employees.

Personal Development Instructor | *Barbizon* | Boston, MA | 2008–2011

- Delivered a 48-class, 3-month curriculum to 1,000+ students (ages 6–18); maintained a 90% satisfaction rating across 4 years.

Instructional Design Consultant | *Babson College* | Boston, MA | 2010–2011

- Interviewed 3 stakeholders and delivered a 40-page report revising a 14-year-old leadership coaching program.

Education & Certifications

- M.S. Organizational Learning & Development | Suffolk University | GPA: 3.8 (2012)
- International Coaching Certification | Institute for Professional Excellence in Coaching (iPEC) | 350 hours | (2012)
- Graduate Internship, Babson College (#1 Global MBA in Entrepreneurship) | Consulting, Coaching for Leadership & Teamwork Program (2011)
- B.A. Psychology & Sociology | University of Massachusetts | GPA 3.5 (Minor: Business Management) (2008)
- Chicago Innovation Tech Fellowship “The Ladder” (2024)
- “Mujeres de HACE” (Women of HACE) Fellowship (2024)
- Wells Fargo | Nasdaq Entrepreneurial Center Fellowship | (Sept 2025)