



# Emily Correa

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## Professional Summary

Dynamic, creative-thinking Instructional Designer and Program Manager with 17 years of experience designing curriculum, delivering training, and leading large-scale learning, training modernization, and workforce development initiatives for federal agencies (including the U.S. Navy and U.S. Army Corps of Engineers), private clients, and Fortune 500 organizations.

Highly skilled in end-to-end project lifecycle management, executive and SME collaboration, and translating complex requirements into compliant, measurable learning solutions aligned with organizational goals, cultural priorities, and performance outcomes. Experienced in organizational development, change management, and learning strategy, with a strong track record of coordinating cross-functional teams and delivering results. PMP coursework in progress (35 hours) with certification exam scheduled for 2026.

## Objective

Seeking a remote or hybrid role in Instructional Design, Learning & Development, Organizational Development, or Project Management where I can leverage expertise in curriculum design, facilitation, and project execution to deliver high-impact learning programs, coordinate complex initiatives, and drive measurable organizational results.

## Core Competencies & Tools

### Instructional Design & Learning Creation

ADDIE • SAM • Storyboarding • Curriculum Development • Needs Analysis • eLearning Development • Assessment Design • Multimedia Learning (Canva, Adobe Creative Tools, Wordpress, Wix)

### Learning Technology & Development Tools

Articulate Storyline & Rise • Adobe Captivate • Camtasia • Snagit • Squarespace • HeyGen (AI) • ChatGPT • MetaAI

### LMS & CRM Platforms

Workday • Docebo • TalentLMS • SharePoint • Salesforce • HubSpot • MailChimp

## **Training Delivery & Facilitation**

ILT • vILT • Blended Learning • Leadership Development • Coaching • Team Training • Experiential Learning • Workshop Facilitation

## **Project Management, OD & Strategy**

Stakeholder & Sponsor Engagement • Event & Program Management • Change Management • Organizational Development • Process Improvement • Public Relations & Digital Marketing • Strategic Communications • Cross-Functional Collaboration

## **Industries**

Healthcare • Military • Retail • Technology • Telecommunications • Finance

## **Professional Experience**

### **Events & Partnerships Strategist (PR & Sponsorships) | Freelance | DWIB Consulting | Remote | 2013 – Present**

- Curated, produced, and facilitated 80 live experiential community-based 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 (developed March-Oct 2025), 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.
- Lead editorial direction for a digital publication highlighting women founders and leadership stories, with a focus on advocacy and awareness initiatives.

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

- Supported the implementation of a new call center software for 911 first responders by redesigning training curriculum.

- Partnered with 10 onsite trainers across 25+ one hour roleplays, providing structured feedback and coaching.
- Created 3 PowerPoint training flows and a color-coded process chart which was 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 mechanic/shop professional training.
- 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**

- Developed a new, robust 30-slide leadership course on communication, teamwork, and conflict resolution.
- Coached 13 engineers on public speaking and leadership skills and provided recorded video feedback and written qualitative notes per session.
- Delivered a week-long ILT program with roleplays, group activities, and speaking challenges towards a leadership certification for the engineers.

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

- Completed full-sweep edits on 600+ healthcare-related Captivate-based courses in the company's LMS.
- Developed 2 troubleshooting trackers and rigorously updated all edits daily into 10-category peer-reviewed QA reports.

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

- Conducted 30+ SME meetings from Quality Analysts to Engineers for the CEO/HR feedback and inventoried 140+ training tools for efficiency.
- Partnered with HR & consulting team to map out 100+ software engineering technical processes in order to redesign onboarding training programs.
- Designed a 40-page learner's guide, 6 job aids, and a 20-slide interactive template for role-based learning for new hires.

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

- Developed and designed 30+ (classified & unclassified) ILT / Storyline courses for submarine shipbuilding union workers.
- Frequently coordinated with 20+ SMEs, QA specialists, and developers per course cycle 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 in typical 3-6 month development cycles.

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

- Designed the “home delivery” program training materials for stakeholders meeting including creating a 3-module interactive eLearning presentation (50 slides + multimedia) and provided a training presentation to the department.
- Developed 4 internal training guides (facilitator, participant) for their 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**

- Consulted and designed a new potential employee wellness program for L & D, produced a 21-question interactive quiz and 50-page workbook.

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

- Designed the “PCMA Digital Events Strategist Certification” with SMEs into 127 pages of digital content, 5 modules, and a 150 question assessment for global event professionals.

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

- Developed 9 Storyline courses including the company-wide “Insurance 101” (65 slides, 20+ interactions) and created a 28-resource interactive PDF 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 and then facilitated 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 brand alignment.

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

- Produced 21 Camtasia training videos, 15 quizzes/games, and converted 378 pages of InDesign 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.

- Increased games, activities, quizzing and length of onboarding course from 7 days to 14 and created a new internal 40-page Facilitator's Guide, multiple Storyline Courses & 30 + tools & job aids to support new hire's development.

- Lead Emergency Trainer during Hurricane Sandy, providing mentoring on stress calls for 150 employees.

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

- Lead Instructor; certified by the State of MA to provide personal development services in the arts & entertainment industry to youth.

- Trained 1,000 youth (ages 6 years - 18 years) through a 3 month/48-class curriculum retaining a 90% approval score from students; 4 years of training which led to applying for Master's Degree in L & D.

- Provided 4 hours of high-energy stand-up training to groups of 15-30 students, utilized all forms of training from group work, pairs, demonstrations, discussions, storytelling & games.

- Charted skill development over 6 months in written logs for parent's approval, providing final reports & scores

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

- Graduate Internship | Interviewed 3 stakeholders including the Dean and delivered a 40-page report revising a 14-year-old internal student leadership coaching program.

## **Sales & Business Development Experience**

**Business Development Manager | ActionCOACH | Miami, Florida | 2016**

- Led the organizational redevelopment of a 24-year-old business coaching franchise through 1:1 strategy with the CEO, streamlining operations and territory alignment
- Managed the full B2B sales cycle, qualifying 1,200+ franchise leads using Salesforce
- Recruited and managed two social media interns to support outreach and brand growth a

- Created 20+ marketing and sales assets using Excel, PowerPoint, and Word

#### **Community Manager | *StartHub* | Miami, FL | 2015**

- Full Sales Cycle, through B2B calling filtered 1200 + leads with Salesforce and hired/managed 2 social media interns.
- Designed new website & social media pages, including designing 20 + documents in Excel, PowerPoint & Word for use in marketing.

#### **Business Development Manager | *Herb Chambers Saab* | Boston, MA | 2008**

- Represented the #1 Saab dealership in the New England region by sales volume
- Handled 75+ client-facing calls per day and conducted showroom consultations
- Managed and optimized appointment schedules for six sales consultants, aligning client demand with individual sales strengths

### **Education & Certifications**

- Project Management Professional (PMP) Coursework In Progress – 35 Hours (Exam Pending, 2026)
- 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) | 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)
- Licensed Real Estate Broker, State of Illinois – REAL Brokerage (2024–Present)
- “Mujeres de HACE” (Women of HACE) Fellowship (2024)
- Wells Fargo | Nasdaq Entrepreneurial Center Fellowship | (Oct 2025)