



# Emily Correa

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## Professional Summary

Learning & Development Program Leader with 15 years delivering enterprise learning, leadership development, and workforce transformation across Fortune 500, federal, and consulting environments. Proven at aligning learning strategy with business goals, leading cross-functional programs, and driving measurable performance outcomes. Experienced in organizational development, leadership enablement, and change management. PMP in progress (2026).

## Objective

Targeting remote or hybrid roles in Learning Program Management, Learning Strategy, Organizational Development, or Talent Development where I can lead enterprise learning initiatives, partner with business leaders, and deliver scalable programs that strengthen capability, performance, and organizational impact, supported by deep expertise in learning experience design and instructional architecture.

## Core Competencies & Tools

Learning Strategy & Capability Development | Program & Project Leadership | Stakeholder & Executive Alignment | Organizational Development & Change | Leadership Development | Learning Experience Architecture (ADDIE, SAM) | Enterprise Training & Delivery (eLearning, ILT, Blended) | Learning Technologies & LMS | Process & Performance Improvement

## Learning Technology & Development Tools

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

## 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**

### **Independent Learning, Program & Communications Consultant | Women's Leadership & Founder Development | Remote | 2013 - Present**

- Led independent leadership, learning, and professional development initiatives supporting women founders and professionals, delivering 80 programs across workshops, incubators, and multi-session development experiences.
- Managed full program lifecycle from planning through delivery, coordinating cross-functional teams of up to 75 and serving 2,000+ participants.
- Applied coaching, adult learning and facilitation methods to strengthen leadership capability and engagement.
- Built 100+ strategic partnerships supporting program sustainability and community initiatives.
- Supported program outreach across a 120,000+ network and 60,000-subscriber community.

### **Trainer | La Salle | Chicago Board of Elections | 1/2026 - 2/2026**

- Delivered 4-hour training sessions for 500 Election Judges & Coordinators on polling and precinct operations to ensure Primary Election readiness, compliance, and operational accuracy.

### **Training Analyst | SLG Innovation | Chicago Fire & Police Dept | 01-2025 - 3/2026**

- Supported enterprise training rollout for 911 call-center software implementation impacting first responder operations.
- Partnered with 10 trainers across 25+ structured simulation sessions, strengthening user readiness and operational performance.
- Developed training workflows and visual process tools adopted by leadership to support consistent implementation and training clarity.

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

- Designed 250+ interactive Storyline learning assets supporting workforce technical capability across automotive training programs.
- Modernized 33 legacy learning modules, implementing 1,000+ targeted content improvements to enhance clarity, engagement, and usability.
- Facilitated 100+ SME collaboration sessions aligning training content with technical standards and workforce performance needs.

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

- Designed a leadership development program supporting professional communication and teamwork for engineering staff.
- Coached 13 engineering professionals through structured feedback and applied learning sessions focused on presentation and leadership effectiveness.
- Delivered week-long experiential learning program aligned with leadership certification outcomes.

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

- Led large-scale curriculum modernization across **600+ healthcare learning modules** within enterprise LMS, improving clarity, consistency, and learner usability.
- Developed structured QA tracking system and **10-category performance reporting framework**, strengthening quality control and content accuracy.
- Supported cross-functional stakeholders to ensure compliance and alignment with operational training standards.

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

- Led 30+ cross-functional SME and leadership sessions to align learning strategy with organizational and technical workforce needs.
- Mapped 100+ engineering and technical processes, redesigning onboarding and role-based learning to improve knowledge transfer and efficiency.
- Developed structured learning assets including 40-page learner guide, 6 job aids, and scalable role-based learning templates.

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

- Designed and delivered 30+ workforce and technical learning programs supporting shipbuilding and operational readiness initiatives.
- Coordinated cross-functional teams of 20+ SMEs, developers, and QA specialists across multi-phase learning projects.
- Managed up to 6 concurrent program workstreams, balancing timelines, compliance requirements, and delivery milestones.

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

- Designed and delivered enterprise learning solution supporting rollout of Home Delivery workforce program.
- Developed multi-module interactive learning experience and train-the-trainer framework, supporting scalable adoption across teams.
- Partnered with stakeholders to ensure learning aligned with operational and workforce performance goals.

### **Additional Experience (L&D Projects)**

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

- Standardized 15+ national training assets and created facilitator-ready learning guides used by 10+ national trainers.

#### **Instructional Designer | We Energies | Chicago, IL | 2021-2022**

- Modernized 900+ learning assets and co-led learning design initiative for new manager development program.

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

- Designed employee wellness learning solutions including interactive assessment and 50-page program workbook.

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

- Co-designed global certification program including 5 modules, 150-question assessment, and 127-page learning framework.

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

- Developed enterprise onboarding learning solution supporting 1,000+ employees and created 9 interactive Storyline programs.

#### **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**

- Designed and delivered a 12-week certification program, training 250+ participants globally with 5-star feedback.

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

- Designed digital learning toolkit and course assets supporting enterprise learning initiatives

**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**

- Delivered onboarding and safety training for 165+ employees and 135 new hires, expanding onboarding from 7 → 14 days.
- Designed facilitator guide, learning tools, and interactive training assets improving knowledge retention.
- Served as Emergency Training Lead during Hurricane Sandy, coaching 150 employees in high-stress operations.

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

- Trained 1,000+ students through structured multi-month curriculum with 90% satisfaction rate.
- Delivered experiential learning using coaching, facilitation, and performance-based instruction.

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

- Graduate Internship | Conducted stakeholder analysis and delivered a 40-page strategic redesign report improving leadership coaching program.

**Sales & Business Development Experience**

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

- Led organizational improvement initiative with CEO, created 20+ marketing and sales assets and managed 1,200+ lead qualification pipeline

**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 strength

## **Education**

- M.S., Organizational Learning & Development — Suffolk University (2012)
- B.A., Psychology & Sociology, Minor Business Management — University of Massachusetts (2008)

## **Certifications**

- Project Management Professional (PMP) — Coursework Complete, Exam Scheduled 2026
- International Coaching Certification (iPEC), 350 Hours — 2012

## **Fellowships & Professional Development**

- Wells Fargo | Nasdaq Entrepreneurial Center Fellowship — Oct 2025
- Chicago Innovation Tech Fellowship “The Ladder” — 2024
- Mujeres de HACE Fellowship — 2024
- Graduate Internship, Babson College — Coaching for Leadership & Teamwork Program, 2011

## **Licensure**

- Licensed Real Estate Broker — State of Illinois (2024–Present)