



MALLORI STEELE

PROFESSIONAL SUMMARY

An adaptable and effective designer; I create powerful, accessible and authentic user experiences. I design highly engaging, innovative results driven training with a strong concentration in e-Learning development. Through project analysis and management, I design from conception to completion.

Skilled in facilitating and managing cross-functional teams to design exceptional learning systems and delivers equitable learner programming under pressure. Develop custom training tailored to meet the goals and KPIs indicated during business consultations. Adept and self-critiquing with the ability to anticipate needs, forecast challenges and implement solutions in collaboration with clients, SMEs and stakeholders.

WORK EXPERIENCE

INSTRUCTIONAL DESIGNER | E-LEARNING DEVELOPER

IDOL COURSES

2019- Present

- Designs and develops learning solutions to educate client's workforce while improving organization performance.
- Works collaboratively with Subject Matter Experts and Technical Writers to effectively translate the department's procedures into meaningful training materials.
- Creates custom corporate script content for Instructor-Led Training, e-Learning Courses and Blended Video Training. Writing and editing accessible, compelling and efficient scripts and outlines to meet clients' objectives and business goals.
- Designs and develops engaging, innovative, and effective educational course material and training lessons that strategically combine multimedia elements (text, info-graphics, images, simulations, video, or other asynchronous elements) based on sound principles of adult learning theory (ADDIE, SAM) and instructional design models using Articulate Storyline and Rise.
- Creates interactive educational applications and learning objects by translating interactive portions of a traditional classroom course, such as discussions and quizzes, into a responsive, mobile-friendly format using Articulate 360.
- Communicates with project management team and stakeholders on platforms including Trello, Slack, Wrike and Zoom.
- Collaborates with subject matter experts to accurately craft, revise, and maintain quality training and instructional design content.
- Develop valid assessment questions that correlate to learning objectives and assist with question vetting and updating.
- Design and develop classroom, virtual classroom, and self-paced training content using traditional instructional design and rapid development strategies.
- Employ ADDIE, SAM, and Kirkpatrick adult learning methods to create Instructor-Led, Blended and e-Learning courses.



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EXPERTISE

- eLearning Development
- Instructor-Led Training
- Curriculum Development
- Project & Content Management
- SME Collaboration
- Process Improvement
- Writing and Editing Scripts

Articulate 360

Adobe Suite

Microsoft Office

Camtasia

- Client Relationship Management
- Collaborative Leadership
- Design Aptitude
- Creative & Critical Thinker
- Prioritization
- Emotional Intelligence
- Communicative

EDUCATION

Bachelors of Science
Major: International Business
Minor: Counseling
Honors: cum laude
Liberty University

Instructional Designer Online Learning
IDOL Courses Academy

Become an Instructional Designer
LinkedIn

Create eLearning Courses with Articulate Storyline 360
Udemy

Create Responsive HTML5 eLearning with Articulate 360 Rise
Udemy

WORK EXPERIENCE

INTERNATIONAL BUSINESS DEVELOPMENT CONSULTANT

2015 - 2019

HONG KONG, SAR

- Developed, implemented and managed community retail commerce programs and events.
- Vendor management: built and cultivated business relationships and acquired new vendor connections as needed for retail commerce programs and events.
- Engaged in Project Management, planned and organized pop-up events, vendors, location, marketing and advertising, and event sponsorship.

LOS ANGELES, USA

- Implementation of administrative systems.
- Web development and design.
- Technical writing and marketing management.
- Developed Standard Operating Procedures used by all departments.

ABU DHABI, UAE

- Provided business development strategy.
- Designed and managed branding and marketing campaign.
- Implemented effective recruiting strategies.
- Web development and design.
- Technical writing and content creation, social media campaign.

EXECUTIVE COORDINATOR

2013 - 2015

OFFICE OF PHYSICIAN STAFF AFFAIRS | CLEVELAND CLINIC ABU DHABI

- Working as an Executive Coordinator at Cleveland Clinic Abu Dhabi, part of Mubadala, a government entity in Abu Dhabi, UAE. Cleveland Clinic Abu Dhabi is a multi-specialty hospital offering critical and acute care services.
- Project coordination with Mubadala Government entities in providing strategic plans, services and resource tools for Physician mass On-boarding.
- Collaboration and execution of a smooth On-boarding and integration process for Cleveland Clinic Abu Dhabi's medical institutes: Heart & Vascular, Eye and Respiratory & Critical Care, Emergency Medicine, and Anesthesiology. Coordination with Cleveland Clinic in Cleveland Ohio by facilitating logistics for Physicians between Abu Dhabi, UAE and Cleveland, Ohio.
- Initiated, developed and successfully executed a weekly C-suite and Physician Formal On-boarding Orientation Symposium, strategically connecting Abu Dhabi stakeholders and new municipal employees post relocation.
- Implemented equity across the company by initiating and successfully executing an informal weekly symposium for non-clinical employees.
- Maintained confidentiality with discretion and integrity towards municipal employees and stakeholders.
- Created multiple On-boarding Standard Operating Procedure Manuals for programs used across various departments.
- Built and maintained strong internal and external relationships with Institute Executives, Department Chiefs, and Abu Dhabi Stakeholders.
- Participated in departmental committees to develop On-boarding policy, tools, resources and training to achieve effective company guidelines and policies.
- Demonstrated the ability to memorize and explain municipal policy and executed effectively across a variety of cultures, domestic and international.
- Managed new municipal employees visas through local immigration, provided resources for on-boarding while identifying unique mobilization tasks resulting in effective outcomes.

VOLUNTEERING & PASSION PROJECTS

2019
School Support
PALS

2016 - 2018
Community Support
Domestic Helper Org.

2014
Orphanage Support
Born Identity Ministries

2018
Momprenuer Support
852 Mamas

2016
Lower Income Community Support
Metro World Child

2013 - 2014
Homeless Work
Al Reem Ramadan Project

