

Andrea Kellie
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[Andrea's LinkedIn Profile](#)

BRANDING HEADLINE

Learning and development lead who excels at partnering with SMEs and stakeholders to determine and create educational strategies and solutions for short and/or long-term virtual, eLearning or hybrid trainings. Mentor team members on projects to ensure success and to assist with career development or advancement. Curate and create learning pathways for talent development. Keep projects moving, hitting milestones on time to ensure the delivery of learner-centered experiences.

SKILLS

CRM | Project Management | Virtual Trainer | Leadership Development | Mentor | Time Management | Adaptability | Creativity | Organizational Skills | Presentation Delivery | Talent Development Programs | Degreed | Instructional Design | Graphic Design | ADDIE | Teams | Excel | PowerPoint | Leadership | Process Improvement | eLearning | LMS | Photoshop | Captivate

EXPERIENCE

Pfizer, Associate Training Director, Collegeville, PA 05/2019 – 04/2023

Partnered with global stakeholders and SMEs to establish support levels, strategy and educational programs for departmental, business unit and enterprise level training initiatives across Global Product Development Organization ~7,000 employees.

- Designed and delivered training courses and curriculums using different modalities: virtual training, microlearning, eLearning, podcasts, instructor led sessions, presentations, job aids, and R&As
- Curated and created learning pathways to support talent development and to provide promotional and cross-training opportunities. Pathway topics include Working with Difficult People, Communicating Across Cultures, Virtual Communications, and Navigating Difficult Conversations
- Managed deliverables according to endorsed plans and timelines across multi-functional teams
- Evaluated programs and projects for effectiveness and customer satisfaction by using metrics and performance measures to meet business needs and regulatory requirements
- Provided learning and development expertise in a first-in-industry, 20-month long certification training program used for recruiting and secondments

AmerisourceBergen, eLearning Specialist, Chesterbrook, PA 08/2017 – 01/2019

Built and sustained eLearning within the sales training organization from a sales executive's first day of onboarding throughout their career path. Ensured strong linkage of training programs to overall business initiatives and sales goals.

- Implemented ADDIE model during course creation

- Uploaded and maintained courses, job aids, curriculums, R&As and assessments in LMS

J.P. Morgan Chase, Consultant, Veteran Sourcing Group, DE. 03/2017 – 06/2017

Designed and developed instructional job aids and tip sheets for Asset Management Group employees.

Vertex, Inc., eLearning Specialist, Berwyn, PA 10/2011 – 12/2016

Created eLearning courses, curriculums, graphics, simulations and classroom training materials for employees and external clients. Managed eLearning projects and oversaw team members' work.

- Developed and delivered internal virtual training class sessions
- Designed and delivered presentations as a member of the Women's Leadership Alumni
- Uploaded and maintained courses, tests, job aids and curriculums in LMS

QVC (Client), Freelance Graphic Designer, The Creative Group, Philadelphia, PA. 09/2010 – 03/2011

Designed presentations and page layouts.

Merck (Client), eLearning Graphic Designer, King of Prussia, PA. SoftAssist, Inc., 11/2010 – 12/2010

Developed eLearning courses and storyboards. Documented guidelines for development standards.

The Vanguard Group, eLearning Designer and Intranet Designer Malvern, PA 02/2001 – 06/2010

Created eLearning courses for ~11,000 employees through partnership with instructional designers.

- Developed online orientation program familiarizing new hires to history and culture of Vanguard
- Managed recording and editing of audio for eLearning courses to ensure relevancy and accuracy
- Redesigned intranet site and created illustrative movies for company initiatives

GRAPHIC DESIGN EXPERIENCE

CB Technologies, Graphic Designer, Frazer, PA, 11/1999 – 11/2000

Created website designs and multimedia presentations for clients. Redesigned intranet site.

Cahners Business Information, Promotion Coordinator, Radnor, PA, 02/1999 – 11/1999

Created printed promotional materials and media kit books for trade magazines.

Environ Products, Graphic Designer, Exton, PA, 01/1998 – 01/1999

Designed printed promotional materials for products. Created presentations for sales team.

Main Line Times, Graphic Designer, Ardmore, PA, 08/1996 – 01/1998

Created retail, classified advertisements and full-page spreads for fashion tabloid inserts.

EDUCATION

Millersville University, Millersville, PA, **Bachelor of Arts Degree, Graphic Design**

CERTIFICATIONS | PROFESSIONAL DEVELOPMENT

Creating Leadership Development Programs Certification, ATD, May 2023

Learning Professional and Division Administrator Certificates in Degreed, **Pfizer,** July 2022