
SUMMARY

Accomplished developer of corporate multimedia training solutions with proven skill in each phase of the training development life cycle, including concept design, writing, editing and programming, integration of deliverables into learning management systems, and anticipation and troubleshooting of customer queries. Versed in a variety of educational and Web development software. Detail-oriented—as is required in a federally regulated industry—yet customer-focused, designing accessible educational materials to help ensure maximum employee compliance with global regulations.

SOFTWARE KNOWLEDGE BASE

Training development

Adobe Presenter
Adobe Captivate
Interwise
Lectora
Firefly

Web development

Dreamweaver
Sound Forge
Photoshop
Illustrator

Learning management systems

On Track for Training
Crystal Reports
SumTotal 7
Aspen

MS Office Suite

PowerPoint
Outlook
Word
Excel

CONSULTANT WORK

New York, New York

EHIGHER EDUCATION

2008 – Present

Freelance Instructional Designer of online educational materials for this New York City-based company, which creates compelling interactive experiences in the context of mini-sites, online client education and eLearning. Work product includes online courses and knowledge assessments for clients including National City Bank, Dell and Enforsys.

New York, New York

INTERIOR DESIGN

2008 – Present

Freelance Copy Editor for the 2008 and 2009 *Show Daily*, and the Spring 2008, Fall 2008 and Spring 2009 *Market* tabloids, some of the magazine's 15 annual publications.

CORPORATE EXPERIENCE

New York, New York

PFIZER INC

2001 – 2007

Pharmacovigilance Education and Process Documentation | Manager

Created multimedia educational materials to support corporate compliance. Work product included online courses, Intranet portals, job aids and user manuals to educate customers about the launch of new software, systems and processes.

Achievements:

- Developed the process to migrate 41,000 training completion records from two legacy databases in preparation for the launch of a new iteration of the division's learning management system and the implementation of a new curriculum. Managed the allocation, quality and completion of work performed by five summer interns and three temporary workers under an aggressive timeline.
- Designed a user-friendly electronic newsletter to inform the department about training-related news across its global footprint.

Safety and Risk Management | Manager

Spearheaded implementation of training development tools and learning management systems.

Achievements:

- Supervised a team of information technology specialists for the security-driven redesign of an Internet learning portal, used by Pfizer vendors to access compliance-driven coursework.
- The resulting product addressed several Web-based training delivery challenges, becoming more user-friendly with a stronger infrastructure capable of accommodating its growing user base.

Worldwide Safety Training and Development | Project Manager – Database Resources Coordinator

Implemented the department's first learning management system and maintained a satellite training office for New Jersey-based colleagues and contractors.

CORPORATE EXPERIENCE continued...

Achievements:

- Managed the roll out of instructor-led training for a new adverse event collection database to 650 end users over eight weeks. Developed interdependent spreadsheets that tracked student attendance to each of the seven modules offered, training room usage, instructor assignments, and the training materials needed per session, all to ensure best use of limited resources.
- Created an Intranet portal to provide training-related content to 600 employees and contractors.
- Designed corporate data collection forms and reports to support regulatory compliance initiatives, including federal audits.

New York, New York

PFIZER INC VIA PRO UNLIMITED

1996 – 2001

Worldwide Safety Training Group | Training Administration and Implementation Consultant

Served as an on-site consultant (see responsibilities outlined above as part of Worldwide Safety Training and Development). Originally hired to coordinate the deadline-driven submission of serious adverse drug reaction reports to the Food and Drug Administration.

EDITORIAL

New York, New York

RARE WORDS II

2007 – 2008

Consulting Editor on this sequel to the best-selling book *Rare Words and Ways to Master Their Meaning*, published by Levenger Press.

New York, New York

ACADEMY FOR CHRISTIAN THOUGHT

2005 – 2008

Editor and graphic designer of the monthly e-mail newsletter for this research and educational ministry.

New York, New York

ASPCA ANIMAL WATCH

1996

Associate Editor of this monthly magazine, published by the American Society for the Prevention of Cruelty to Animals.

Schenectady, New York

THE DAILY GAZETTE

1991 – 1996

General Assignment Reporter assigned to chronicle life and government in New York State's Capital Region. Launched writers' workshop series for reporters.

Oberlin, Ohio

OBERLIN COLLEGE ALUMNI MAGAZINE

1992 – 1995

Visited Oberlin twice a year to critique the alumni magazine and work with its staff to improve the publication.

EDUCATION

Oberlin, Ohio

OBERLIN COLLEGE

1987 – 1991

Bachelor of Arts, dual major, English / Judaic and Near Eastern Studies with Hebrew-language focus.

ADDITIONAL SKILLS

Associations: American Society for Training and Development (ASTD), Editorial Freelancers Association (EFA)

Languages: Knowledge of Hebrew, German, Italian and Latin.

Additional abilities: Technically proficient, excellent writer, diligent, self-motivated and creative.

WEBSITE

<http://lytaker.com>

REFERENCES

Available upon request.