

# CANDIDA NAZARETH

LEARNING PROFESSIONAL



## CONTACT

- +1 416 838 3803
- candida.nazareth@gmail.com
- Oriole Parkway, Toronto
- linkedin.com/in/candidanazareth

## PROFESSIONAL SUMMARY

Instructional Designer with extensive experience developing technical, operational, and compliance-focused training across corporate, financial services, and healthcare sectors. Skilled in building instructor-led training using PowerPoint, developing eLearning using Articulate Storyline and Rise 360, and creating detailed storyboards for complex processes. Experienced in conducting needs assessments, managing content through SharePoint with strong version control practices, and collaborating with SMEs and internal clients to deliver accurate, engaging training. Currently completing a Project Management Certificate to enhance workflow planning, stakeholder engagement, and project execution.

## EDUCATION

### PROJECT MANAGEMENT CERTIFICATE

George Brown College  
Present – Expected April 2026

### CERTIFIED TRAINING AND DEVELOPMENT PROFESSIONAL (CTDP) DESIGNATION

The Institute for Performance and Learning (I4PL)  
Expected 2026

### WORKPLACE LEARNING AND ADULT EDUCATION PROGRAM CERTIFICATE

George Brown College  
March 2020

### BACHELOR OF ADMINISTRATIVE STUDIES, HR HONORS

York University  
2012

## RELEVANT EXPERIENCE

### LEARNING CONSULTANT

[Inventive Learning Solutions](#) | Toronto | June 2025 – Present

Evaluate clients' learning needs and recommend creative learning solutions.

- Design instructor-led training in PowerPoint and develop eLearning using Articulate 360 for operational and corporate audiences.
- Conduct needs assessments and performance gap analyses to identify training requirements and recommend learning solutions aligned with business goals.
- Build detailed storyboards, job aids, and technical learning materials by translating SME input and complex procedures into accessible content.
- Manage content libraries in SharePoint, applying structured version control, tagging, and publishing workflows.
- Lead concurrent development projects, coordinating timelines, requirements, and stakeholder communications to ensure timely delivery.
- Perform QA on ILT and eLearning materials to ensure usability, accuracy, accessibility, and technical stability.

### LEARNING EXPERIENCE DESIGNER (CONTRACT)

[RGA](#) | Toronto | October 2021 – December 2022

Led RGA's Underwriting Training Program (UTP) by creating online learning experiences using advanced instructional design (ID) and learning experience (LX) principles. Conducted effective needs analysis, project management, course development, and evaluation involving diverse learners.

- Designed ILT decks and SCORM-compliant eLearning modules in Storyline and Rise 360 as part of the Underwriting Training Program.
- Conducted detailed needs assessments and research, gathering complex technical and medical information to produce structured storyboards and learning paths.
- Collaborated with SMEs, clinical teams, and corporate stakeholders to validate content accuracy and ensure instructional alignment.
- Completed full-cycle QA testing, accessibility checks, and LMS troubleshooting to support a smooth learner experience.
- Maintained consistent content structure, documentation, and version control throughout long-term development projects.

## TECH SKILLS

Articulate Storyline and Rise 360

Adobe Captivate

Camtasia

SnagIt

Lectora

Docebo, Litmos, Workday LMS

Microsoft SharePoint

Constant Contact

Canva

Wrike, Ascend, Brillium

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## SKILLS

Project and Program Management

SharePoint Content Management

Instructional Design (ADDIE, SAM)

AODA and Inclusive Design

SCROM Standards and eLearning  
Best Practices

LMS Migration

Facilitation (Virtual and In-person)

Stakeholder Engagement

UI/UX Collaboration

Instructor-Led Training  
Development (PowerPoint)

Evaluation Tools and Data Analysis

Training Needs Analysis

Storyboarding for Technical Training

User Guides, Job Aids and Technical  
Documentation

## EXPERIENCE - CONTINUED -

### LEARNING COORDINATOR

[Canadian Credit Union Association](#) | Toronto | September 2019 – September 2021  
Supported the Education Department by creating, optimizing, and enhancing training programs for a more impactful learning experience.

- Developed and enhanced ILT and eLearning training using Storyline, PowerPoint, and multimedia tools, ensuring SCORM and AODA compliance.
- Supported LMS migration and content organization, including data validation, publishing, tagging, and version control practices.
- Facilitated more than 300 virtual learning sessions and coordinated training logistics for diverse learner groups.
- Conducted QA testing and content reviews to ensure accuracy, functionality, and accessibility.
- Created user guides, job aids, documentation, and screen-recorded tutorials using Camtasia and SnagIt.

### ADMINISTRATIVE ASSOCIATE (CONTRACT)

[AltisHR](#) | Toronto | October 2018 – August 2019

### TRAINING ASSISTANT (CONTRACT)

[Ministry of Health and Long-Term Care](#) | Toronto | January 2018 – September 2018

Supported and facilitated impactful project management for the Emergency Health Services Operations in Central East Ontario, delivering measurable results that enhanced service effectiveness.

- Delivered micro eLearning seminars and technical training, producing clear and actionable user documentation and job aids.
- Conducted a full needs assessment for 911 dispatch officer training programs and produced an action plan used for subsequent evaluations.
- Supported operational training initiatives in fast-paced, high-stakes emergency services environments.

### BUSINESS DEVELOPMENT ASSOCIATE

[Conduent](#) | Toronto | September 2014 – December 2017

Supported all Pension Administration Software sales opportunities, actively contributing to the content and win strategy.

- Built training materials, orientation guides, and digital content supporting organizational transition and employee onboarding.
- Produced technical documentation, client-facing collateral, and educational content (white papers, case studies, webinars).
- Organized conferences and training events based on needs assessments and learner feedback.
- Consistently achieved 80%+ satisfaction scores on training workshops and client engagement initiatives.

### REFERENCES AND WORK SAMPLES AVAILABLE ON REQUEST

