

CANDIDA NAZARETH

LEARNING SPECIALIST



CONTACT

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EDUCATION

PROJECT MANAGEMENT CERTIFICATE

George Brown College
Present – Expected August 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

TECH SKILLS

Articulate Storyline and Rise 360
Adobe Captivate
Camtasia
SnagIt
Docebo, Litmos, Workday LMS
Microsoft 365 (Teams, SharePoint, OneDrive, Outlook)

PROFESSIONAL SUMMARY

Instructional and Digital Learning Designer with over six years of experience designing performance-based training programs in corporate and regulated environments. Skilled in needs assessment, job task analysis, and the development of structured learning solutions that support operational performance and system adoption. Experienced in creating instructor-led training, interactive eLearning, and multimedia learning assets while collaborating with subject matter experts to translate complex technical processes into accessible, learner-centred training. Proficient with Microsoft 365, SharePoint content management, and learning technologies including Articulate Storyline and Rise. Known for strong QA practices, accessibility compliance, and maintaining content integrity in high stakes learning environments.

RELEVANT EXPERIENCE

LEARNING CONSULTANT

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

Support clients, including **The Humphrey Group**, contributing to leadership and professional development initiatives through the design of instructor-led training (ILT), learning templates, and digital learning assets.

- Designed and developed digital learning solutions supporting system adoption and workplace technology initiatives using Storyline, Rise, and Microsoft 365 tools.
- 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 learning requirements and inform solution design.
- Conduct job task analysis and define learning objectives, assessment strategies, and instructional pathways aligned with operational performance requirements.
- Build detailed storyboards, job aids, and technical learning materials by translating SME input and complex processes into accessible, learner-centred content.
- Manage content libraries in SharePoint, applying structured version control, tagging, and publishing workflows.
- Lead concurrent learning initiatives, 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 eLearning modules in Storyline and Rise 360, supporting underwriting systems and complex operational workflows.
- 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.

TECH SKILLS

Lectora

Constant Contact

Canva

Wrike, Ascend, Brillium

SKILLS

Project and Program Management

SharePoint Content Management

Instructional Design (ADDIE, SAM)

AODA and Inclusive Design

SCORM Standards and eLearning Best Practices

LMS Course Publishing and Migration

Facilitation (Virtual and In-person)

Stakeholder Engagement

UI/UX Collaboration

Instructor-Led Training Development (PowerPoint)

Evaluation Tools and Data Analysis

Training Needs Analysis

EXPERIENCE - CONTINUED -

- Maintained consistent content structure, documentation, and version control throughout long-term development projects.
- Translated complex technical and regulated business processes into structured learning paths, simulations, and scenario-based digital training.

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 quality assurance testing to ensure accuracy, functionality, and accessibility across organizational learning assets.
- Produced screen-recorded tutorials and process walkthrough videos using Camtasia, Zoom and Snagit to support system navigation and workflow enablement.

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
