

DAVID KAYE

Learning Manager

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SKILLS AND QUALIFICATIONS

Course development
Curriculum design & development
E-learning techniques
Operational management
Process improvement & redesign
Program planning & development
Quality assurance
Relationship management
Strategic planning and execution
Traditional & web-based training
Training and coaching

TECHNICAL SKILLS

Adobe Creative Cloud
Articulate 360
Audience Response Systems
Audio Visual
AWS
Content Management
Email Marketing
EthosCE LMS
Google Apps
HTML and CSS
Instructional Design
Mailing Lists
Microsoft Office and Office 365
Moodle
Podcasting
Power Automate
Project Management
Saba Cloud
SharePoint
Snagit
SQL
Survey Tools
Tableau
Video Conferencing
(Zoom/Teams/SIP-H.323)
Video Production
Video Compression
Vimeo
Web Authoring
Webinar Management

SUMMARY

A visionary, collaborative leader who builds and implements cost effective solutions.

I develop courseware, systems, and processes to improve learning and outcomes. My strengths include teamwork, multimedia, web technologies, and marketing.

WORK EXPERIENCE

CHILDRENS HOSPITAL COLORADO - Aurora, Colorado

LEARNING SYSTEMS ADMINISTRATOR - 2022 – PRESENT

- Oversee nursing continuing education and continuing medical education learning management system - servicing 29,000 learners.
- Manage vendor relationship - including contracting, planning, and opening support tickets.
- Create and compile utilization reports with Tableau, Google Looker, and SQL Queries.
- Facilitate bi-weekly staff meetings to support growth, training, and needs.
- Produce online modules for anytime learning.
- Shoot and edit educational videos.
- Manage SharePoint and Teams Sites.
- Serve as key member of the enterprise video delivery platform implementation team.
- Contributor to learner accessibility design project team.

CENTURA HEALTH - Denver, Colorado

DISTANCE LEARNING MANAGER - 2014 – 2022

- Initiated and served as program manager for cloud-based learning management systems, which provided training and tracking for over 7,500 learners.
- Lead team evaluation, scoping, and negotiating of learning management systems (LMS) and authoring software.
- Lead LMS implementation and migrations for Saba Cloud (Cornerstone SBX) and EthosCE.
- Created e-learning modules and convert virtual and instructor led trainings to web-based training.
- Administered and trained staff in conferencing technologies and virtual instructor led training.
- Coordinated the technical and hosting of webinar programs delivering over 15,000 live virtual hours and web-based training hours in support of recertification for EMTs and Paramedics and trauma continuing education programs.
- Trauma Conference planner and member of the PreHospital leadership staff.

HEALTHONE EMS (HCA) - Denver, Colorado

WEB DEVELOPER – 2009-2014

- Managed Moodle LMS including software testing, patches, backup, reporting, and course shell creation.
- Provided instructor and learner support, designed staff training, and created workflows.
- Designed graphics and wrote copy for e-newsletters, social networking, and digital signage.
- Administered company websites and digital signage.
- Managed monthly webinar series, podcasts, online learning development, and simulation recording systems.
- Trained staff in lecture and simulation capture, a/v control.

CRAIN COMMUNICATIONS / RCR WIRELESS NEWS - Golden, Colorado

INTERACTIVE MEDIA MANAGER - 2008 -2009

- Managed technical operations for RCRWireless.com, a trade publication website with nearly 1.5 million monthly page views, 150,000 unique monthly visitors, and 10,000 monthly video views.
- Responsible for a website re-architecture that gained 46% more page views and 56% more visits in one year.
- Built and modified web templates, style sheets, html emails, photo guides, and web scripts.
- Monitored and implemented Search Engine Optimization.
- Selected and administered lead generation and webinar systems.
- Integrated supporting third party web content including job board, financial news, and a product directory.
- Shot and edited “RCRWireless Newscast” video series.

ACADEMIC QUALIFICATIONS

- Indiana University School of Education MS - Instructional Systems Technology
- Boston University BS - Mass Communications
- Arapahoe Community College - Project Management Certificate

PROFESSIONAL AFFILIATIONS

- EMS Association of Colorado – 2019-2022
- Colorado Distance Learning Association – 2015-2018

VOLUNTEERING

- Volunteer: Grandview High School Performing Arts Patrons, Marketing and CRM - 2023-Current
- Volunteer: Shalom Park Nursing Home - 2018 - 2020
- Secretary and Conference Planner: CO Distance Learning Association - 2015 – 2017
- Web Chair: Fox Hollow Elementary PTO - 2013 – 2018

REFERENCES - Available on request.