

Andrew Burns, M.Ed

Learning & Development Specialist
Instructional Design Specialist
Learning Designer

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W https://burnsandrew88.github.io/Professional_Portfolio

PROFESSIONAL PROFILE

Learning & Development Professional with more than ten years of experience with a background in education, project management, learning and instructional design principles, learning technologies, software development, and Generative Artificial Intelligence. Effective at combining creativity, problem solving, critical and design thinking concepts to help others improve their learning opportunities in a 21st-century learning environment life in the workplace and classroom. A lifelong learner with strong work ethic and open-mindedness to incorporate my experience into my training while learning new skills for my overall career growth.

PROFESSIONAL EXPERIENCE

Iron Mountain

Instructional Design Specialist

Learning & Development

Thunder Bay, Ontario May 2022 - Present

- Partnered with subject matter experts globally, identifying the target audience's training needs, and measurable objectives ensuring the content aligned with those objectives.
- Applied knowledge of adult learning theory to identify appropriate training media and methodologies based on audience learning styles, course content, audience location, point within the learning process.
- Incorporated adult learning theory, social and mobile learning, instructional and learning design concepts, and curriculum design to build e-learning, instructor-led, and blended approach education for fast-paced learning environments.
- Built and designed innovative engaging learning activities and compelling course content to enhance retention and transfer in a variety of formats to support different learning styles including podcasts, videos, simulations, role-plays, scenario-based, micro-learning, games, etc.)
- Collaborated with multi-cultural teams to monitor completion, comprehension, and retention of the content deployed to identify content effectiveness, continuous improvement opportunities and lessons learned.
- Embraced innovative emerging AI technology and authoring tools to design, develop, implement, and evaluate interactive and engaging

EDUCATION

Master's of Education, Learning Design and Technology Integration

Saint Mary's University of Minnesota
2016-2018

Bachelor's Degree, Applied Arts in Teaching Social Studies in Secondary Education

University of Minnesota Duluth
2009-2013

CONTINUING EDUCATION

Full Stack Web Development Certificate

University of Minnesota Twin Cities
2018-2019

KEY SKILLS

- INSTRUCTIONAL DESIGN
- ADDIE MODEL
- E-LEARNING, ILT, AND FACILITATOR
- ADULT LEARNING THEORY
- CRITICAL THINKING
- DESIGN THINKING
- CURRICULUM DEVELOPMENT
- TECHNICAL FLUENCY
- DATA AND ANALYTICS
- SPOKEN AND WRITTEN COMMUNICATION
- THRIVE IN AGILE ENVIRONMENT
- PROJECT MANAGEMENT

learning experiences for the organization's internal learners - global sales representatives.

FindLaw, Thomson Reuters
Digital Solutions Trainer
Learning & Development Team
Eagan, MN November 2019- May 2022

- Collaborated with company stakeholders and subject matter experts to identify learning needs and targets. Developed instructional and assessment methods to train staff on products, systems, and procedures based on ADDIE and skill gap analysis learning models.
- Oversaw and assisted with the build of the learning management system designed to meet FindLaw's specific needs. This learning platform provided a central location for employees to gather documentation and tutorials for their respective roles.
- Produced and delivered learning and development courses and materials for team members in project management, web content, digital marketing, and PPC personnel through in person or virtual delivery.
- Wrote and designed learning materials for the e-Learning Curriculum Courses for FindLaw. These courses were built using Articulate Rise, Snagit, and Camtasia. They include courses on FindLaw products, web accessibility best practices, Wrike time tracking procedures, new employee orientation, and FindLaw specific roles and responsibilities.
- Developed and trained in person and virtual trainings including new employee-orientation, intern orientation, effective communication, Wrike Time Tracking, WordPress and Divi skills, UX Design, and Microsoft Teams.

FindLaw, Thomson Reuters
Project Manager
Eagan, MN July 2018-November 2019

- Managed and led a team of website professionals in an Agile work environment
- Coordinated important milestones and tasks with a team to deliver custom websites for attorneys to increase their online marketing performance
- Mentored and coached new project managers on the team to complete their daily responsibilities

ADDITIONAL EXPERIENCE

- Minnesota Math and Science Academy - Social Studies Department Head and Teacher - Saint Paul, MN August 2017 - June 2018
- World Learner School - Secondary Social Studies Teacher - Chaska, MN July 2015 - August 2017
- Brightmont Academy- Instructor (Social Studies, Music, Technology) - Plymouth, MN September 2014- June 2015

TECHNOLOGY SKILLS

- ARTICULATE 360
- ADOBE CREATIVE SUITE
- WORDPRESS
- GOOGLE SUITE APPLICATIONS
- CAMTASIA
- LEARNING TECHNOLOGY AND LMS - SHOWPAD & MINDTICKLE
- LARGE LANGUAGE MODELS & NATURAL LANGUAGE PROCESSING
- MICROSOFT OFFICE 365
- SYNTHESIA
- ELEVEN LABS
- CANVA

ACHIEVEMENTS

- DESIGNED AND IMPLEMENTED E-LEARNINGS WITH OUR TEAM THAT RESULTED IN THE DBU COMMERCIAL SALES TEAM EXPERIENCING YTD RECURRING REVENUE BOOKINGS TOTAL OF \$86M. AS OF THE END OF Q3, WHICH IS UP 119% YTD YoY, AND THEY HAD A SIGNIFICANT INCREASE IN \$1M+ DEALS IN THE PAST TWO QUARTERS OF 2024.
- CREATED AND AUTHORED INNOVATIVE AI-ROLEPLAY SCENARIOS, FOCUSED ON PROSPECTING AND OBJECTION HANDLING FOR A GLOBAL AUDIENCE OF SALES REPRESENTATIVES
- DESIGNED, DEVELOPED, AND IMPLEMENTED A DESIGN AND DEVELOPMENT ACADEMY FOR OUR SALES ENABLEMENT TEAM FOR SKILL-BUILDING WITHIN HIS OWN DEPARTMENT,

LEADERSHIP

- Led Tiger-Team meetings for Sales Enablement initiatives focused on improving the sales and internal organizations
- Conducted various vendor meetings discussing needs and use cases for the sales organization
- Partnered with sales leadership to understand their business goals and translate those into a cohesive learning strategy, including analyzing KPIs vital to the sales organization.
- Coordinated and led meetings with key stakeholders, subject matter experts, senior, and management colleagues to identify key learning opportunities.
- Redesigned and facilitated the FindLaw Digital Solutions New Employee Onboarding Training Program.

REFERENCES

References upon request.

SHOWCASING A STRONG ABILITY TO PIVOT AND
DELIVER HIGH-IMPACT INTERACTIVE LEARNING
SOLUTIONS.

- RECOGNIZED BY THE HEAD OF CUSTOMER
SUCCESS & SUPPORT FOR THE CALL SCHEDULER
AND WEB ACCESSIBILITY TRAININGS FOR
FINDLAW DIGITAL SOLUTIONS
- WORKED ON AWARD WINNING WEBSITES AS
PROJECT MANAGER LEADING THE FULFILLMENT
TEAM