Blair Maddox

Learning and Development Specialist
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SUMMARY

Learning and development specialist with 5 years of experience designing training for retail and healthcare teams. Built the onboarding program now used by 400 new hires a year and cut new-hire time-to-productivity by 3 weeks. Skilled in needs analysis, Articulate 360 and facilitating in-person and virtual workshops.

EXPERIENCE

Learning and Development Specialist — Meridian Health Partners

Raleigh, NC · Feb 2023 – Present

- Designed and launched a 3-week onboarding program for 400 new hires a year across 6 clinics, cutting time-to-productivity from 11 weeks to 8.
- Built 12 e-learning modules in Articulate 360 on EHR workflows and compliance, reaching a 92% completion rate within the first month of release.
- Facilitated monthly leadership workshops for 45 charge nurses and supervisors, raising post-training assessment scores from 71% to 88%.
- Partnered with HR and 8 department heads to build a skills matrix covering 220 staff, which now drives individual development plans.

Training Coordinator — Palisade Retail Group

Raleigh, NC · Aug 2020 – Jan 2023

- Coordinated new-hire orientation for 600 seasonal associates a year across 9 stores, scheduling trainers and tracking completion in the LMS.
- Converted a 2-hour instructor-led safety course into a 35-minute e-learning module, saving store managers 18 hours of training time a month.
- Tracked training compliance for 300 employees in Cornerstone LMS and closed a backlog of 1,100 overdue courses within one quarter.

SKILLS

Instructional design: Needs analysis, ADDIE, curriculum mapping, storyboarding

Tools: Articulate 360, Camtasia, Cornerstone LMS, Workday Learning

Facilitation: In-person and virtual workshops, train-the-trainer, coaching

Measurement: Kirkpatrick model, survey design, completion and assessment reporting

CERTIFICATIONS

Association for Talent Development (ATD) Certified Professional in Learning Performance, 2022

EDUCATION

B.A. Organizational Communication, North Carolina State University, 2018

Fictional example by FindAJobAI: the person, employers and numbers are invented.