

Dianne M. Matheis

The Villages, Florida

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Senior Learning & Development Specialist

Training

Instructional Design

Data Analytics

Relationship Management

Research

Project Management

Creator

Leadership

Degrees: **MS Ed, Secondary Education Focus on Technology**, Indiana University

BS, Secondary Education Mathematics, Ball State University

Industries: Health Care, K-12 School Districts, Higher Education, Information Technology, Manufacturing, Warehouse Distribution, Logistics, Consulting

TECHNOLOGIES

Microsoft Power Platform, Microsoft Office Suite, Canva, Adobe Express, Zoom, Premier Pro, Adobe Creative Cloud, Captivate, Articulate, Camtasia, Asana, Final Cut Pro, Brainier LMS, SumTotal, Expertus LMS, Canvas, Citrix, Google Workspace Suite, Vyond, Paylocity, Slack, Trello, Adobe Presenter, YouTube Creator, Dropbox, Blackboard, athenaHealth, OBS, Snagit, ChatGPT, Pictory, Well Said Labs, Gamma App, ClaudeAI, Perplexity

WORK HISTORY

IT Instructional Designer/Curriculum Designer, The Villages Health, The Villages, FL (2022-2024)

- Created and optimized content to effectively train clinicians, Clinical Office Staff, and administrative staff in the use of the athenaOne EHR system. Incorporated scenario techniques using Captivate, Articulate, and Premiere Pro, resulting in a 25% reduction in encounter time for newly hired doctors.
- Spearheaded the adoption of SharePoint across TVH departments by providing comprehensive training on site navigation, document management, and information sharing.

- Collaborated with cross-functional teams throughout the organization, including subject matter experts (SME) in clinical departments, to assess training needs and identify the most effective performance enhancement solutions by creating ILT and OLT learning courses.
- Demonstrated ability to align learning initiatives with C-suite-specific goals and objectives by performing a needs assessment to identify the priority skills employees needed first.

Instructional Designer III/Training Manager, University of Florida, Gainesville, FL (2019-2022)

- Collaborated with SME in the fields of research, finance and accounting, student services, and human resources to manage instructional guides, toolkits, job aids, courses, and presentations.
- Responsible for creating, modifying, and facilitating the virtual Fiscal Onboarding training program for new employees, which has attracted over 600 staff attendees. Decreased departmental turnover by 30%.
- Designed and updated over 100 courses, resulting in more than 10,000 employees completing topics such as the ethics of clinical studies, compliance, course scheduling, search committee best practices, financial introduction, and other relevant subjects.
- Provide analytical support for the design and development of training curricula, learning strategies, educational policies, or courseware standards.

Senior Learning and Development Specialist, Meyer Distributing, Jasper, IN (2015-2019)

- Researched, analyzed, selected, and implemented the company's Learning Management System (LMS), resulting in over \$300,000 in savings in travel expenses.
- Created over 400 courses for the LMS using Adobe Captivate, collaborating with stakeholders to develop the most critical training for high-turnover positions.
- Administrator of LMS, managing over 950 users across 71 locations, resulting in consistent training for all users nationwide. Provided remote support to all 950 users.

Recruiter & Trainer, Meyer Distributing, Jasper, IN (2015-2014)

- Established the company's recruitment lifecycle using Google Forms and collaborated with the internal IT department, resulting in a 50% reduction in the time it took to fill the position.
- Interviewed over 500 candidates with department managers to identify the best candidate for the position.

Professional Learning Specialist, Five-Star Technology Solutions, Remote (2013-2014)

- Facilitated five cohorts of online communities, supporting over 200 teachers throughout the state of Indiana, using proprietary software.
- Conference presenter at eight conferences in the Midwest on topics such as Project-Based Learning, Tech Tools for Classrooms, and Google apps.
- Provided onsite and ongoing professional development for five school districts. Participants reported a 96% increase in topic knowledge in post-survey assessments.

eLearning Coach, EVSC, Evansville, IN (2009-2013)

- Modeled technology teaching strategies for 150 building teachers, resulting in a 50% increase in classroom technology usage.
- Developed, designed, implemented, and supervised the 1:1 netbook initiative in collaboration with the leadership team, which provided netbooks to 14,000 students and 500 teachers.
- Collaborated on and implemented technology solutions aligned with curriculum standards, utilizing ISTE standards, which resulted in a 75% increase in teacher technology usage.

ADDITIONAL EXPERIENCE

➤ Volunteering

Friends of SOZO Kids, Sumter County, Florida (2024 - 2025)

- Interact with kids grades kindergarten – 5th grade by providing craft and enrichment activities.
- Support marketing initiatives and modifications to the website, presentations, pamphlets, newsletters, and advertisements.

Court Appointed Special Advocate, Dubois County, Indiana (2016-2019)

- Model positive interaction for assigned children by providing consistent support throughout the court case.
- Identify and recommend services to ensure children receive the necessary support for their growth by listening to them, reviewing court records, and consulting with service providers.