

Nadine Stokes
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Objective – Professional Instructional Designer with extensive experience in developing effective curricula and training programs. Dedicated to creating clear and impactful learning objectives that align with organizational goals and enhance learner outcomes.

EDUCATION

Franklin University, Columbus, OH

Master of Science in Instructional Design, 2022

Instructional Design Graduate Certificate, 2021

University of Delaware, Newark, DE

Bachelor of Arts in History, 2018

SOFTWARE & TOOLS

- Microsoft Office Suit
- iSpring Suite & iSpring Cam Pro
- Camtasia
- Articulate Rise 360 & Articulate Storyline
- Adobe Captivate
- Snagit
- Moodle
- Canvas
- SharePoint
- SCORM

KEY SKILLS & PROFICIENCIES

- Adult Learning Principles
- Content Development
- Curriculum Design
- Learning Management Systems
- Project Management
- Training and Development
- Universal Design
- Student Assessment

Professional Experience

Kroger General Office / Apex Life Sciences -Cincinnati, OH **6/2017 – 6/2022**

Corporate Food Technology Records Administrator

- Delivered primary records for Quality Information to Senior Food Scientists, ensuring raw material specifications were accurately communicated to operators and customers.
- Provided daily project updates to the Senior Scientist.
- Analyzed and retrieved supplier data using Oracle Agile Product Lifecycle Management, GSM, SCRM, and DRL

P&G Research & Development / Apex Life Sciences - Cincinnati, OH **3/2017- 5/2017**

Research & Development Records Administrator

- Managed comprehensive R&D project records at a new Procter & Gamble facility, facilitating research and tracking accounts payable/receivable.
- Coordinated vendor orders and inventory control maintaining the integrity of electronic and hard copy files.
- Worked closely with the Project Manager to ensure timely delivery coordination.

INC Research, LLC- US, Cincinnati, OH **9/2015 – 7/2016**

Regulatory Records Administrator

- Supported regulatory compliance efforts for various study trials from initiation to closure, ensuring adherence to ICH / GCP and other regulatory requirements.
- Maintained up-to-date Trial Master Files, managing documentation including investigator files and Case Report Forms.
- Organized and processed project documentation efficiently through scanning and indexing.'

PatientPoint Network Solutions- Cincinnati, OH- **1/2014 - 5/2014**

HR / Records Administrator

- Assisted the Human Resources Director with open enrollment benefits, new hire documentation, and compliance-related tasks.
- Maintained accurate personnel files and managed employee benefits documentation while auditing the HR database for accuracy.

Blue Cross & Blue Shield of Delaware – Wilmington, DE **1/2005 - 3/2011**

Provider Service Records Administrator

- Streamlined the preparation and submission of operation reports to senior management, managing incoming correspondence, and physician inquiries. Researched and documented Multi-Network Health / Managed Care Database Systems.
- Coordinated compliance-driven archiving processes and conducted research on network health and managed care database systems.