

# Nadine

# Stokes

## INSTRUCTIONAL DESIGNER

### CONTACT

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📍 Cincinnati, OH 45215

### SKILLS

- Adult Learning
- Content Development
- Curriculum Design
- Learning Management Systems
- Project Management
- Training and Development
- Universal Design
- Student Assessment
- Microsoft Office
- Critical Thinking
- Articulate Rise 360
- Articulate Storyline
- Analytical Thinking
- Project Planning
- Addie
- Canvas
- Written Communication

### PROFESSIONAL SUMMARY

Accomplished in instructional design, my tenure at Franklin University honed my expertise in complex design processes and technology evaluation, while my role at Apex Life Sciences showcased my proficiency in data analysis and project management. With a keen ability in adult learning and critical thinking, I excel in content development and curriculum design.

### WORK EXPERIENCE

2023-PRESENT

#### CONTINUING EDUCATION- DOCTORAL STUDENT

Franklin University – Columbus, OH

- Manage complex design processes and research products.
- Interpret leadership theories for their relevance in solving instructional and training problems.
- Evaluate technologies used in instructional and training solutions.
- Research instructional technology for a variety of content areas, learners, and settings.

2017 - 2022

#### CORPORATE SPECIFICATION PROJECT ADMINISTRATOR

Apex Life Sciences- Cincinnati, OH

- Executed the delivery of primary records for the Quality Information Senior Food Scientists, charged with updating raw material specifications while managing overall responsibility for delivering product specifications to operators and customers.
- Communicated with the Senior Scientist on a daily basis to report project updates.
- Analyzed, retrieved/reviewed data from suppliers using Oracle Agile Product Lifecycle Management, GSM, SCRM, and DRL.

2017 - 2017

#### R&D RECORDS ADMINISTRATOR

P&G Research & Development - Cincinnati, OH

- Directed the R&D project records for the warehouse manager at a new start-up Procter & Gamble facility, charged with driving the research while creating/maintaining spreadsheets for tracking all accounts payable/receivable, asset forms, and warehouse projects.
- Implemented the coordination of assigned materials management tasks, to include placing vendor orders, inventory control, accepting incoming orders, and returning products as needed.

2015 - 2016

#### REGULATORY RECORDS ADMINISTRATOR

Inc. Research, LLC- Cincinnati, OH

- Assisted with diverse study trials from start-up to closure to include partnering in the processing of essential documents for regulatory records projects, ensuring inclusion in the trial master file, and conducting quality checks of post start-up documentation to ensure compliance with ICH/GCP, regulatory, and sponsor requirements.

- Collaborated with project team to maintain up-to-date and completed trial master files throughout each clinical trial, while ensuring adherence to tracking guidelines, SOP's, and work instructions.
- Facilitated and inventoried project documents such as trial master file documentation, investigator file documentation, case report forms, data clarification forms, and data management files.

2014 - 2014

**HUMAN RESOURCE ADMINISTRATOR**

PatientPoint Network Solutions, Cincinnati, OH

- Assisted the human resources director with the benefits open enrollment, new hire paperwork/documentation, and other related HR administrative duties to include compiling reports for corporate policies/procedures, and projects for the human resources chief talent officer.
- Updated / maintained personnel files in compliance with legal requirements, audited the HR database to ensure accuracy, and scanned/indexed employee benefits into the HR database.

2005 - 2011

**PROVIDER SERVICE RECORDS ADMINISTRATOR**

Blue Cross & Blue Shield of Delaware – Wilmington, DE

- Expedited the review, preparation, and submittal of daily game plan operation reports to the VP and managers of operations, while processing and documenting all incoming mail, indexing physician inquiries at a rate of 1600+ documents a week with 100% accuracy.
- Analyzed and managed the archiving processes to ensure the business and legal documents were in compliance with regulatory requirements; created/maintained multiple spreadsheets for daily financial reports.
- Performed the research / documentation of multiple network health and managed care database systems, while ensuring the safekeeping and imaging of all employees and regulatory electronic/hard copy files.

**EDUCATION**

Franklin University- Columbus, OH

Master of Science ~ Instructional Design & Technology -2022

Doctor of Professional Studies (D.P.S.) Instructional Design – in progress

**WEBSITE, PORTFOLIO AND PROFILE**

[www.linkedin.com/in/nadine-stokes-c55789](http://www.linkedin.com/in/nadine-stokes-c55789)

[Nadine Stokes Instructional Design & Technology Professional \(creativedesignprofess.com\)](http://NadineStokesInstructionalDesign&TechnologyProfessional(creativedesignprofess.com))