# Thelxiopi Proimaki
## Senior E-learning Designer/Developer

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## Core Competencies

- Designs and develops online learning modules and instructional materials to ensure the training strategy optimizes audience reach, learner success, and cost objectives.
- Creates courseware using rapid development tools that incorporate mixed media such as graphics, animation, text, audio, and video.
- Manages all key aspects of the instructional design process, from project scoping and planning through course deployment and evaluation.
- Acts as an eLearning consultant to project teams and clients. Provides expertise in instructional architecture, sequencing of instruction, use of assessments, and design of course materials and activities.
- Designs storyboards and mockups. Develops and repurposes content for modes of learning (i.e., mobile, blended, and collaborative learning environments).
- Produces and edits audio and video for inclusion in Web-based training. Produces AI-generated scripts, pictures and video.
- Performs interoperability and conformance tests with IT staff to ensure compatibility with existing network/software, and coordinates maintenance for all e-learning systems.
- Continually explores new technologies for potential application to instructional problems.
- Provides guidance and coaching to junior instructional development staff**.**

## Relevant Experience

**STERIS Life Sciences– (April 2023-April 2025)**
**Senior E-learning Specialist (Consultant**). Designed and developed e-learning courses for employees and managers for the SPD (Sterile Processing Department) onboarding and safety training programs. Implemented scenario-based activities, animations, knowledge checks and videos to ensure engagement, practice and retention of knowledge. Worked with SMEs and other stakeholders to incorporate feedback and validate alignment of content with processes, policies and mission and vision of the company; designed/programmed interactions and conducted quality control and compatibility tests to ensure conformity with their LMS.

**AWHONN – Association of Women's Health, Obstetric and Neonatal Nurses (September 2021-February 2023)**
**Senior E-learning Specialist (Consultant**). Developed e-learning courses to improve the quality and safety of perinatal care units. Collaborated with SMEs; created storyboards; designed interactions and activities to optimize learner engagement; incorporated graphics, audio, and animations; conducted quality control.

**The Mentor Network (April 2017-August 2021)**
**Senior Learning and Development Consultant.** Responsible for delivering online training for the Mentor Network L&D department (Employee Orientation, Performance Management, Communication, Culture of Respect, etc.). Converted classroom training to e-learning; re-organized content; collaborated with SME and stakeholders; created storyboards; designed and programmed interactions, custom navigation, and activities; created and edited assets (animations, photographs, graphics, audio/ video) for inclusion in the

course; incorporated and synched narration; conducted quality control; troubleshot issues with LMS.

**The Boy Scouts of America (April 2015-January 2017)**
**Senior E-learning Specialist (Consultant).** Delivered online training for the BSA leaders, such as Council members, Scoutmasters, etc. for programs related to safety, leadership, and organization development. Designed and programmed interactions, custom navigation, and activities. Created and edited assets (animations, photographs, graphics, audio/video) for inclusion in the course. Worked with a storyboard that was provided and adjusted as needed to optimize end user's engagement. Incorporated and synched narration. Implemented and ensured 508 compliance. Conducted quality control for navigation, interactions, and responsiveness. Proofread each Module and helped with adhering to Scouting MU LMS requirements. Troubleshot other developers' modules and helped other team members with programming advanced interactions and alternate designing options for quality in responsiveness and smoother playback on multiple platforms. Acted as an advisor and resource for the ISD and developers' team and the BSA leaders.

**US Pharmacopeia (December 2015-February 2017)**
**Senior E-learning Specialist (Consultant).** Delivered online responsive training and presentations for different USP program units. Designed and developed a PE portfolio (infomercial) targeting food ingredient and processed food manufacturers and key stakeholders. The objective included raising the awareness of risks associated with fraudulent adulteration of food ingredients and highlighting USP's unique role in setting quality standards for food ingredients and the role of using these standards to improve confidence in the integrity of global food ingredient supply chains. Defined Infomercial's Outline and helped with the script writing and selection of assets for video-clips that were included in the presentation. Designed Interface, programmed custom intelligent navigation and incorporated narration. Conducted LMS interoperability and provided browser's requirements.
Designed and developed responsive the e-learning version of a classroom course that provides updated information as published on the new General Chapter <800>, about practices and quality standards for handling hazardous drugs in healthcare settings. Re-purposed content, designed scope/course taxonomy/ instructional strategy documents. Led the kick off and weekly meetings and provided constant updates for key stakeholders and SMEs. Defined/managed production timeline, collaborated with SME to write storyboards, designed interface, programmed interaction, coordinated with third-party to record narration, implemented and synched narration. Created real-life activities to reinforce knowledge, programmed custom navigation and interactions.

**1st American Systems and Services (2012–2015)**
*Senior Multimedia Designer/Developer.* Developed online learning modules for several different groups under the FAA: ILS- Instrument Landing Systems - A refresher training course that provides the Airways Transportation Systems Specialist (ATSS) an environment in which to review basic concepts and to practice critical flight inspection tasks in advance of performing a flight inspection for a specific ILS; Pearson Field Briefing – an Informational briefing for pilots as well as AT controllers, to ensure safe and efficient operations within the Portland and Pearson airspace; Airfield Driver – A national Airfield Driver Education course for all FAA technical Operations personnel required to operate vehicles in the airport environment. Designed Captivate templates and mockups. Developed interactive activities and animated graphics. Coordinated with ISD team to optimize end-user engagement. Set application requirements and design standards for the multimedia team.

**Department of Veterans Affairs (2011-2012)**
*Senior Curriculum Developer.* Designed and developed online/classroom learning modules and instructional materials for the Veterans Affairs Acquisitions Academy. Designed Captivate templates and Modules. Collaborated with ISDs in an Agile environment to design and develop activities for blended solutions (virtual training) and inspected Modules for 508 compliance.

**JBS International, Inc. (2009–2011)**
*Senior Multimedia Designer/Developer, Instructional Media Center.* Designed and developed online learning modules and instructional materials to ensure the training strategy optimizes audience reach,

learner success, and cost objectives. Produced and edited audio/video for Web-based training. Worked on multiple contracts for the FDA, SAMSHA, HHS, and other federal agencies.

**Center for Applied Linguistics (2007–2009)**
**Multimedia Developer for ONPAR (funded by the Department of Education).** Researched, designed and developed ONPAR k-12 Online Science and Math Assessments 12 item prototype and training material for English-language learners. Designed and developed the ONPAR Web site.

**American Association of Physician Assistants (AAPA) (2001–2007)**
**Multimedia Producer.** Developed and produced interactive multimedia presentations. Updated policy manual using Web development tools for multiple versions released to AAPA's Web site.

**American Association for the Advancement of Science (1999–2001)**
**Information Technology Specialist.** Assisted in the design, development, and management of Project 2061's Web site. Produced and developed training material and artwork (e.g., logos, pictures, CD-ROM covers, labels, posters) for company distribution.

**Multimedia Producer, Discovery Channel (1998–1999)**
Developed and produced streaming video presentations.

# Education

3D and Digital Video Certificate and Interactive Multimedia Producer Certificate,
**George Washington University, Center for Professional Development, 2000.**

Courses in Digital Audio and Midi Editing**, The Levine School of Music, 1998.**

Associate in Photography**, Private School of Photography, Athens, Greece, 1992 (2-year program).**

BA in Graphic Design**, (Vacalo), Art and Design College, Athens, Greece 1989 (3-year program).**

Studies in Classical Piano, **National School of Music, Chania, Crete, Greece, 1981 - 1987.**

# Selected Presentations
**Presentation of online training application for test administrators. Center for Applied Linguistics, November 2009.**

# Technical Skills

*Programming Languages:* HTML, JavaScript, CSS3, XML. *Software:* Adobe Creative Cloud, Adobe Captivate, Articulate Storyline/Rise, Vyond, Audio/Video software, AI tools for text-to-speech, picture and video production, PowerPoint.

**KEY QUALIFICATIONS:**

- Communicates with SMEs
- Conducts Research/Task analysis
- Establishes specifications and requirements
- Manages resources
- Designs layout
- Develops Mockup
- Writes script
- Develops animations/graphics
- Develops courseware

- Programs interactions
- Records and edits audio/video
- Produces 508-compliant content
- Conducts Quality Control

## Full Client/Employer List

**American Association of Women's Health, Obstetric and Neonatal Nurses**
**American Association for the Advancement of Science**
**American Association of Physician Assistants**
**Center for Applied Linguistics**
**Discovery Channel**
**JBS International, Inc**. (SAMSHA, HHS, NIDA, FDA, OAH, USAID, NCFY, KAP)
**Department of Veterans Affairs**
**1st American Systems and Services** (FAA**)**
**US Pharmacopeia**
**The Boy Scouts of America**
**The Mentor Network**
**CenturyLink**
**STERIS Life Sciences**

## Language Competency

English: Fluent, Greek: Fluent, French: Fluent, Italian: Conversational

## Awards

**Platinum Award, Web-Based Training**
**Therapeutic Goals Management eLearning Course**
*Project*—CHAB Technical Assistance Project, JBS International, Inc.
*Client*—Center for Substance Abuse Treatment, Substance Abuse and Mental Health Services Administration (SAMHSA)
*Thelxi Proimaki – Course Designer/Developer*

**Gold Award, Web Training**
**MedEdTA: Advancing Delivery of Clinical Services in OTPs Online Curriculum**
*Project*—MedEdTA, JBS International, Inc. *Client*—
Division of Pharmacologic Therapies, SAMHSA *Thelxi Proimaki - Scriptwriter, Director, Editor*

**Honorable Mention, Video for the Web, Informational, Medication-Supported Recovery: Prescription for Recovery**
*Project*—SSTAP, JBS International, Inc.
*Client*—SAMHSA and New York Office of Alcoholism and Substance Abuse Services
*Thelxi Proimaki - Scriptwriter, Director.*

**Silver 2012 Communicator Award of Distinction**
**Shatter the Myths/Get the Facts: What Is Medically Assisted Treatment for Opiate Addiction—Really?**
*Project*—SSTAP, JBS International, Inc.
*Client*—SAMHSA and State of Kentucky, Cabinet for Health and Family Services, Department of Behavioral Health, Developmental and Intellectual Disabilities, Division of Behavioral Health *Thelxi Proimaki - Scriptwriter, Editor, and Visual Effects.*