

Esmeralda L. Rush

Denver, Colorado • 909-538-0435 • esmeralda.l.rush@gmail.com • [linkedin.com/in/esmeraldalarsenrush](https://www.linkedin.com/in/esmeraldalarsenrush)
• esmeraldarush.com

Senior Instructional Designer

A dedicated and experienced Instructional Designer with a passion for creating engaging content to help employees learn and thrive.

WORK EXPERIENCE

Gen II Fund Services

Sep 2020 – Present

Senior Instructional Designer • Denver, Colorado

- Partner with key stakeholders to develop impactful training materials that increase employee engagement and enhances organizational development
- Create training content tailored to the organization using Articulate Storyline, Articulate Rise, Adobe Premiere Pro, and Adobe InDesign
- Translate and organize complex content into formats conducive to learning for all employees
- Produce learning materials for instructor-led/self-paced training including: PowerPoint presentations, guides, job aids, documents, scripts, audio, video and graphics
- Revamp existing learning materials by creating custom images using Adobe Illustrator
- Develop a series of UKG video tutorials that detail step-by-step instructions in a concise manner, increasing user knowledge
- Collaborate with the Training and Development team to ensure all training content is consistent and up-to-date to align and support the organization's goals
- Serve as administrator for the UKG Learning Management System (LMS) including: maintaining system records, create reports, upload user records/attendance, publish SCORM, video and other digital content, etc.
- Use Monday.com to manage and track tasks and raise alerts and concerns when required
- Act as a resource and provide guidance to employees

NAVEX Global

Mar 2017 – Sep 2020

Learning and Development Instructional Designer • Lake Oswego, OR

- Developed and produced e-learning courses from inception to completion using Articulate Storyline, Captivate and Powtoon
- Managed all new hire onboarding content and processes for orientation for 500+ employees
- Administered and analyzed surveys to evaluate the effectiveness of training initiatives
- Increased employee engagement by 30% via the company cultural initiative team members across the organization
- Collaborated with subject matter experts to ensure course content was accurate and up-to-date
- Transitioned live new hire orientation to a complete virtual e-learning experience reducing prep and deliver time by 75% across the organization

Veris Group, LLC dba Coalfire Federal

Nov 2014 – Feb 2017

Talent Acquisition Specialist • Vienna, VA

- Learning and Development Associate
- Designed, developed and created e-learning courses, company training catalog, and other visual guides for employee training

- Talent Acquisition
- Provided full life-cycle recruitment including sourcing, pre-screening, interviewing, negotiating offers, presenting candidates to hiring managers, and facilitating the hiring and on-boarding processes
- Built relationships with hiring managers to gain a deep understanding of their hiring needs and identified passive candidates for critical roles
- Managed applicant tracking system and all job postings on sites such as LinkedIn, CareerBuilder and Indeed

ECS Federal, Inc.

Dec 2013 – Aug 2014

Human Resources Specialist • Fairfax, VA 22031

- Processed employment verification's and maintained HRIS system
- Worked with hiring managers and recruiting to extend offers to candidates
- Managed and distributed employee documentation including onboarding, process documentation and termination materials

EDUCATION

Master of Arts in Human Resource Management

Marymount University

Dec 2013

Bachelors of Science in Hospitality Management

California State Polytechnic University-Pomona

Jun 2011

CERTIFICATIONS

Organizational Development

Marymount University

SKILLS

Adobe Captivate, Adobe Illustrator, Adobe InDesign, Adobe Premiere Pro, Articulate Rise, Articulate Storyline, Microsoft Suite, PowToon, Prezi, UKG, Workday