

## PROFESSIONAL SUMMARY

**David Whitmer** has extensive experience in training, technical communication, project management, and consulting, including positions with IBM, EDS, and HP. He is an experienced learning professional with a track record of leading groups into their next phase of learning including DaimlerChrysler Financial Services, Canada Post, and General Motors. David has more than 20 years experience developing proposals, statements of work, scope, and cost estimates for training programs.

David has proven expertise in:

### Training and Education

- Learning Management
- Development and Delivery of Training
- User and Technical Documentation
- Educational Technology
- Blended Learning
- E-learning
- Performance Support
- Virtual Teams
- Project Management

### Sales

- Value-Added Reselling (VAR)
- Proposal Writing
- Statement of Work Creation
- Consultative Selling
- Cross-cultural Communication
- Client Presentations

### IT

- Microsoft Office 2003-2010 (Word, PowerPoint, Excel)
- Microsoft Project 2007
- Kenexa (OutStart) Evolution
- Learning Guide Manager
- PeopleSoft Enterprise Learning Management
- Flash
- Dreamweaver
- Fireworks
- GoToWebinar

# David Whitmer

Management Consultant –Education Consulting

## Relevant Experience

Government – Postal Agency eLearning Courseware Development	
Role/Title	Solution Architect/Project Manager/Courseware Developer
Responsibilities	Gathered requirements, developed proposals; wrote SOWs; staffed development teams and managed eLearning course development for more than one dozen eLearning courses of 5 years, including the following: <ul style="list-style-type: none"><li>• Point-of-sale system</li><li>• Health and safety</li><li>• Postal plant operation</li><li>• Sales methodology</li></ul> Constructed French-language versions of each course. Created bi-lingual software simulations.
Automotive – Corporate Learning Management System Implementation	
Role/Title	Business Analyst/Project Manager
Responsibilities	Held various leadership positions over 2 year implementation of LMS used by more than 225,000 learners in more than 35 countries globally, implemented in all countries at the same time. Gathered, documented and managed client business requirements. Managed up to 50 employees at a time, including developers in US, China, and India. Managed adherence to internal processes. Led migration of 7 million student records and more than 2000 online courses. Managed multiple client relationships, both business and technical. Documented and taught ongoing training administration procedures.
Government – State Medicaid Information Technology System Training Program	
Role/Title	Solution Architect
Responsibilities	Developed cost estimates, resource estimate, proposals and presentations for development and delivery of nearly 300 hours of courseware for state Medicaid information technology system transformation.
Automotive – Financial Services eLearning Courseware Development	
Role/Title	Solution Architect/Project Manager
Responsibilities	Developed proposals; wrote SOWs; staffed development teams and managed eLearning course development for the following: <ul style="list-style-type: none"><li>• Records management</li><li>• New employee orientation</li><li>• Dealership auditor orientation</li></ul>

**EDUCATION**

Master of Science in Technical and Scientific Communication, Rensselaer Polytechnic Institute, Troy, NY  
 Bachelor of Art in English, Kalamazoo College, Kalamazoo, MI

<b>Publishing – eLearning Courseware Development</b>	
<b>Role/Title</b>	<b>Solution Architect/Project Manager/Courseware Developer</b>
Responsibilities	Developed proposal and SOW and managed multimedia course development for highly animated and exciting course detailing technology basics for automotive sales and marketing audience. Created multiple animations.
<b>Power Plant Construction – eLearning Courseware and Learning Delivery System</b>	
<b>Role/Title</b>	<b>Solution Architect/Project Manager/Courseware Developer</b>
Responsibilities	Developed proposals and SOWs and managed course development for: <ul style="list-style-type: none"> <li>• New employee orientation</li> <li>• EDS MyShop (software for ordering Information Technology products and services)</li> </ul>
<b>Mining - Global Windows and Office Upgrade Training Program</b>	
<b>Role/Title</b>	<b>Training Program Tower Leader</b>
Responsibilities	Led teams developing and delivering traditional and eLearning for technology upgrade for 80,000 learners globally. Wrote proposals and SOWs. Developed courseware. Subjects included: <ul style="list-style-type: none"> <li>• Information Technology Services self-service portal</li> <li>• New employee desktop orientation</li> <li>• MS Office 2010</li> <li>• Windows 7 troubleshooting.</li> </ul> Coordinated translation of all deliverables into 6 languages.