

Christine Davidson

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OBJECTIVE: Make a positive and lasting impact in the community by using my passion for excellence, diligent work ethic and professional attitude.

EDUCATION: Florida International University

Bachelor of Science in Recreation and Sport Management

GPA 3.98 Summa Cum Laude

Miami, FL

May 2011

Master of Science in Recreation and Sport Management

GPA 4.0 Summa Cum Laude

May 2012

WORK HISTORY:

Cherry Bekaert, People & Culture, Sr. Learning Specialist, Instructional Design

Richmond, VA

August 2018-Present

- Designed and created over 50 engaging, and effective e-learning courses
- Bring the CB mission statement to life for each course assigned through instructionally sound, creative, visual, and interactive e-learning design
- Collaborate on content, design, and delivery with SMEs, project managers, and clients to produce all e-learning content
- Create, redesign and refresh SCORM based courses using Articulate Storyline 360
- Utilize Articulate 360 to create visual layouts and aesthetically pleasing course drafts to accompany written scripts and instructions
- Integrate supporting material/media into e-learning courses (audio, video, resources, etc.)
- Conduct quality assurance testing of courses prior to release including uploading/testing courses in the LMS
- Design and implement talent development programs and solutions such as *onboarding plans*
 - *Created 10 onboarding plans including 25 courses for Audit, Advisory, GSS, Shared Services, RAAS and Tax service lines*
 - *Conduct content maintenance across onboarding plans as needed. Examples include, updating content and resources, and maintenance of Onboarding Portal*
 - *Use new hire input and feedback, and continually seek improvement opportunities within the onboarding experience.*
- Initiate and complete the approval process for nano and self-study QAS NASBA registry
- Lead project management for all self-study and nano training activities
- Direct the process and delivery of learning programs in nano and self-study environments.
- Provide NASBA CPE rule interpretation and firm compliance requirements including content review to Partners and Associates for group internet, nano and self-study courses.

Cherry Bekaert, Training & Development, Learning Specialist

Richmond, VA

August 2014-2018

- Executed 130 internal and external client facing webinars per year
- Designed best practices for webinar platform delivery for learning team and clients
- Led, created, reviewed, and implemented firm wide webinar service process and self-study process
- Controlled and maintained CPE sponsor status with NASBA for group internet, nano and self-study courses.
- Collaborated with instructors and firm leaders to schedule the delivery of group internet training
- Instructed all instructors and participants of webinar platform features and capabilities
- Performed producer role functions by providing live webinar monitoring, troubleshooting and navigation
- Used various applications such as Camtasia, Adobe Connect, GoToWebinar, Conferences I/O and Vzaar to create webinar and virtual event elements such as registration pages, content, archives, and other event tools
- Trained and guided Learning Compliance and Delivery Assistants
- Documented, maintained, and submitted CPE sponsor status with NASBA for Group Internet
- Edited audio and video files associated with e-Learning content
- Provided onsite logistics support during group live training

Cherry Bekaert, Training & Development, Learning & Compliance Assistant

Richmond, VA

March 2013-August 2014

- Executed evaluation process and incorporated feedback for continuous improvement

- Managed and maintained CPE sponsor status with NASBA for Group Live and Group Internet
- Researched and implemented new learning technology platforms and delivery technologies that improved participant experience
- Managed the group live learning program onsite needs for nametags, name tents, agendas and materials
- Ensured LMS upgrades and revisions occur timely and with minimal disruption to users
- Provided NASBA CPE rule interpretation and firm compliance requirements
- Managed all CPE data entry into LMS

University of Richmond, Athletics Department, Academic Advisor

Richmond, VA

- Directed students to on-campus academic and non-academic resources *August 2012-March 2013*
- Advised student athletes regarding course offerings, course sequencing and degree requirements
- Maintained excellent records of meetings with advisees
- Assisted and monitored student athletes during study hall periods

Saint Gertrude High School, Head Varsity Tennis Coach

Richmond, VA

- Energized, motivated and lead a team of 20 student-athletes *August 2012- March 2013*
- Created and schedule daily structured and detailed practice/workout sessions
- Provided training and direction in order to prepare student athletes for competitive events

Florida International University, Assistant to Rec. and Sport Management Program Director

Miami, FL

- Worked alongside Program Director to advance and improve internship program polices *January 2012-May 2012*
- Maintained and revised recreation and sport management internship manual
- Built internship location database by contacting various organizations in pursuit of affiliation agreements
- Updated and modified recreation and sport management intern and internship site contact information

United States Tennis Association (USTA) Marketing Assistant, Intern

Miami, FL

- Marketed tennis programs throughout the Miami area to build awareness of USTA events *May 2011-January 2012*
- Communicated with local merchants to advertise events and created promotional opportunities for merchants
- Managed duties and responsibilities of all volunteers during events
- Promoted and organized Kid's Day events, QuickStart Play Days and Round Robins directed towards promoting tennis

RELEVANT EXPERIENCE:

Florida International University, Athletics Department & Community Relations, Intern

Miami, FL

- Organized and managed community service projects for student athletes *August 2010 –May 2011*
- Scheduled and coordinated student-athlete volunteers' duties and responsibilities
- Connected and efficiently communicated with committees and community partners
- Participated in committees and conferences designed to promote the intellectual, social, and physical welfare of students and community

SKILLS:

- Expert in Articulate 360
- Expert in Camtasia
- Expert in Vyond
- Expert in GoToWebinar
- Expert in Adobe Connect
- Proficient in Microsoft Office Suite
- Proficient in Microsoft Teams
- Proficient in Smartsheet
- Knowledgeable in various Learning Management Experience platforms

CERTIFICATES:

- ATD Master Instructional Designer
- ATD Consulting Skills Certificate
- ATD E-Learning Instructional Design
- Lean Six Sigma Yellow Belt