

# Traci L. Tobergte

---

Email [tracit23@yahoo.com](mailto:tracit23@yahoo.com)  
Cell 224-548-3013

LinkedIn URL: [www.linkedin.com/in/ttobergte/](http://www.linkedin.com/in/ttobergte/)  
Digital Portfolio URL: <https://tracit238.wixsite.com/ttobergte>

## Qualifications:

Expert qualifications in designing, developing, evaluating, and facilitating instructor-led, virtual instructor-led, and E-learning educational programs and learning events to internal and external customers with a wide range of learning styles and abilities. Skilled at performing the necessary analysis process to gather and analyze data to devise strategic plans for meeting organizational needs.

- Application of adult theories to the design and development of training including Kolb's experiential learning cycle and Malcolm's Andragogy theory.
- Use of various Instructional Design Models including ADDIE, Dick & Carey, and SAM to create instructor-led, virtual instructor-led, and e-Learning training programs for a variety of non-profit and government organizations.
- Creative use of various delivery modalities to provide the most effective return on investment within a small to large budget.
- Demonstrated success working with and cross-training employee and volunteer staff, corporate volunteers, non-profit boards and community organizations.
- Exceptional communication skills; an accomplished public speaker and group facilitator.
- Experienced in project management, including planning, implementing, tracking, and reporting progress on project goals and activities.
- Experience in grant writing and reporting.
- Organized and attentive to detail.

## Skills:

### Adobe Creative Suites & Products

- Adobe Audition
- Adobe Captivate 8
- Adobe Connect
- Adobe Encoder
- Adobe Illustrator
- Adobe Presenter

### Articulate Products

- Articulate Online
- Articulate Storyline 2
- Articulate Studio

### Learning Management Systems

- Blackboard Learn
- Sakai

### Microsoft Office

- Access
- Excel
- Outlook
- PowerPoint
- Publisher
- Word

### Organizational Management Systems

- Jenzabar (Student Information Systems)
- Personify (Enterprise Software for Membership, Training, Point of Sale, Employee / Volunteer Management)

### Screen Recoding & Video Editing Software

- Camtasia
- Snag-It

### Web Conferencing Software

- Blackboard Collaborate
- CIMCO Webinar
- Cisco
- Google Hangout
- GoToMeeting/GoToTraining
- Skype
- WebEx

### Web-based Applications

- Brainspark
- GoAnimate
- Powtoon
- Prezi

## Experience:

### Commander, Navy Installation Command- CNIC FFR Training Branch (N947)

Millington, TN

Training Specialist NF-1712-04 (Virtual Learning Design & Development)

April 2014 – current

(\*Pending reclassification to Instructional Systems Specialist NF-1750-04)

#### Instructional Design and Development

- Work closely with Program SME's to design and develop instructional solutions for N922 (Joint Services Travel Program), N926 (Child & Youth Programs), N93 (Housing), N941 (Human Resources), N944 (Facilities and Acquisitions), and N947 (FFR Training) to be delivered to CONUS and OCONUS locations including:

#### Instructor-led

HPT/ CD Project Lead for Housing Requirements Training (N932 Housing)

- Successfully redesigned and converted a 5 day brief to an instructor-led training to include interactive and engaging learning to preparing Regional and Installation housing managers and subordinates for Housing Requirements Determination cycle and briefing of Senior Leadership.

#### Virtual instructor-led

HPT/ CD Project Lead for Unaccompanied Housing Building Management Training (N932 Housing)

- Successfully redesigned and converted 3 day classroom facilitated content to a condensed and interactive blended learning event utilizing virtual instructor led modules in Adobe Connect and e-learning events in Articulate Storyline.

#### Asynchronous (Sakai Platform)

HPT/CD Project Lead and Master Trainer for FFR Asynchronous Courses (N947 Training)

- Designed and co-facilitated *The Selecting the Right Staff* pilot course and trainer-the-trainer course. (N941 Human Resources)
- Designed and facilitated *FFR Asynchronous Facilitator Certification* course hosted by the Naval Postgraduate School. (N947 Training)

#### E-Learning (Articulate Online Platform)

- Designed and developed the Buy American Act training and NAF Purchase Card e-Learning training for NAF Purchase Card Holders (N944 Facilities and Acquisitions)
- Designed and developed the CYP Volunteer Orientation e-Learning training for new CYP volunteers (N926 Child & Youth Programs)

HPT/Content& Development Project Team Lead (2014 – 2016)

- Provide ISD consultation for various program customers on learning and development issues and technology integration needs.
- Analyzed the assigned projects and distributed tasks to members of the HPT/CD team as per their area of expertise.
- Organized professional development workshops to improve the performance of the team to enhance the use of eLearning authoring tools and technology.
- Defined project phases, tasks, and milestones utilizing the ADDIE model.
- Offers solutions to top management regarding project-related issues or faults with a project.

HPT Project Lead in collaboration with Sunspring Consulting

- Co-designed and facilitated several strategic planning session workshops working towards the restructuring of the N947 organization, revision of the Vision and Brand Promise, conducting of skills gap assessments, and creating a high-performance organizational culture.

LMS Implementation Front End Project Lead

- Works in collaboration with LMS Implementation Team members and program liaisons to develop and implement requirements for building a Learning Management System that will foster a culture of learning within the FFR organization.

**Lake Forest Graduate School of Management (via Office Team)**

**Lake Forest, IL**

*Interim Project Coordinator & Admin. Asst. Educational Programs & Solutions* January 2014 – April 2014

- Collaborated on the design and implementation of e-learning “Keys” training designs for MBA students enrolled in the Leadership MBA and Immersion MBA programs utilizing various e-learning tools including Blackboard Learn, Brainshark, and Camtasia.
- Assisted with scheduling and implementation of the MBA Global Practicum to Latin America.

**Girl Scouts of Greater Chicago and Northwest Indiana**

**Vernon Hills, IL**

*Manager of Adult Development*

June 2009 – March 2013

- Designed and implemented staff and volunteer training designs, utilizing instructor-led, self-study, on-line and webinar training methods.
- Directed the oversight and management of adult development in three counties within the Chicagoland area including the supervision of a Single Entry System coordinator, 5 Regional Training Volunteer Coordinators and up to 50 volunteer trainers.
- Conducted ongoing training and non-training methodology in development of regional membership staff and volunteer trainers of the largest Girl Scout council in the country.
- Defined metrics needed for long-range viability ensuring priority training and demands are met.
- Managed and facilitated 200+ annual trainings and maintained records for 23,000+ adult volunteers.

**United Way of Greater Cincinnati**

**Cincinnati, OH**

*BOLD Associate*

August 2007 – December 2008

- Enhanced and redeveloped the Board Orientation and Leadership Development (BOLD) program to provide an expanded learning opportunity for people who have a desire to give back to the community through leadership involvement as board or committee member to non-profit organizations.
- Successfully increased the number of BOLD sessions from two open sessions twice each year to include additional onsite corporate-requested sessions of BOLD with Procter & Gamble, Fifth Third Bank, PricewaterhouseCoopers, and United Way Emerging Leaders Society.
- Oversaw and managed networking partnerships between emerging leaders in local companies, organizations and non-profit agencies through education, hands-on training, and networking events.
- Successfully increased the number of participating non-profits and corporate volunteers in the BoardBank program, resulting in a larger selection of qualified candidates for non-profit boards and committees, as well as, a larger selection of opportunities for corporate volunteers.

**Girl Scouts- Wilderness Road Council- Licking Valley Cluster**

*Adult Development Manager*

**Erlanger, KY**

February 2004– August 2007

- Created and presented unique, high-impact training materials, incorporated interactive experiences, computers, videos and other visuals to enhance learning and create an enjoyable, effective learning experience.
- Managed the Adult Develop Department including the supervision of a training coordinator/registrar and up to 20 volunteer trainers.
- Obtained Train the Trainer facilitator certification.
- Managed and facilitated training and records for 5000+ adult volunteers in 68 counties.
- Developed and oversaw of \$60,000 training budget.
- Successfully co-wrote and managed request for funding proposals to the United Way of Greater Cincinnati for the Agenda for Community Impact resulting in grants exceeding \$86,000.
- Served as Co-chair for training and governance task groups during the merger between Girl Scouts- Licking Valley and Girl Scouts- Wilderness Road councils.
- Long-range planning to committee tasked to define metrics needed for long-range viability ensuring priority training and demands are met and required resources are available.

**Education:**

**University of Maryland- Robert H. Smith School of Business**

*Master of Business Administration*

**College Park, MD**

*Graduation May,2020*

**Purdue University**

*MS-Ed- Learning Design and Technology*

**West Lafayette, IN**

*Graduation May,2018*

**Northern Kentucky University**

*BA- Organizational Leadership*

Concentration in Psychology and Business Management

**Highland Heights, KY**

*Graduation, December, 2014*

**Southern Ohio College**

*Associates of Applied Science & Business Administration*

**Crescent Springs, KY**

*Graduation, December 1997*

**Professional Development:**

**ATD Education**

*Consulting Skills Certificate*

**Alexandria, VA**

*September, 2018*

**ATD Education**

*Project Management Certificate*

**Alexandria, VA**

*November, 2017*

**Girl Scouts of the USA- Edith Macy Conference Center**

*Instructor-of-Trainers Certification Course*

**Briarcliff Manor, New York**

*June 15-19, 2001*