

Nicole Caban

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PROFESSIONAL SUMMARY

Training Specialist with 8 years of experience training adults, coordinating trainings and designing engaging online courses. Specialties include, adult education instruction, training plan development & facilitation, presenting & moderating, contract management, contract negotiation, instructional design, event and meeting planning, program management, grant management, researching, writing, editing, project management, written communication. Works with a friendly and positive attitude!

WORK EXPERIENCE

BluedropUSA

Orlando, FL

Learninglogics Training Lead and Instructional System Designer

Sep 2022 - Present

- Developed and executed a comprehensive three-day client training program, resulting in 60 clients achieving full proficiency in our product, with a 95% completion rate on assessments.
- Conduct regular training sessions for
- Revamped and modernized courses for DOD clients, preserving valuable content while enhancing user experience.
- Developed a comprehensive onboarding program and orientation for new hires.
- Demonstrated the functionality and benefits of Learninglogics to potential clients and stakeholders.
- Collaborated with the social committee to plan and execute engaging events for employees, fostering a positive company culture.
- Attend conferences and professional development events to keep up with best practices, find new technology and gain inspiration for new techniques.

Florida Literacy Coalition

Maitland, FL

Education and Training Coordinator

Oct 2015 - Sep 2022

- Collaborated with subject matter experts to develop interactive online courses tailored to different skill levels.
- Managed the development and enhancement of online tutor training courses, overseeing 6 courses annually and designing custom programs for external partners.
- Conducted annual needs assessment to identify needs of the field
- Successfully managed multiple grants while meeting and exceeding deliverable goals. Managed multiple Department of Education grants.
- Scheduled and coordinated 10-15 professional development sessions each year for adult education teachers, tutors and adult learners (Basic Literacy and ESOL).
- Planned, managed and successfully executed an annual conference (200-350 attendees) with limited funding by negotiating contracts with hotels, leveraging in-kind donations and utilizing volunteer staff.
- Communicated and formed friendly relationships with sponsors, volunteers and staff.

Florida Literacy Coalition

Maitland, FL

Americorps VISTA

Sep 2014 – Oct 2015

- Assisted with annual fundraisers for Manatee Literacy Council and Florida Literacy Coalition.
- Identified potential local partners for family Literacy and Health Literacy projects.
- Updated online course for tutor training.

EDUCATION

University of Central Florida

Orlando, FL

Bachelor of Arts - Political Science

Graduated May 2013

University of Central Florida

Orlando, FL

Graduate Certificate - Instructional Design

Expected Graduation Dec 2024

SKILLS

Adobe Creative Cloud (PDF, Photoshop, Premiere), e-learning development software (Articulate, Captivate, Google Classroom, Learninglogics), Learning Management Systems (Moodle, Canvas, Google Classroom) Canva, Google Suite (Docs, Sheets, Slides), Microsoft Office Suite (Word, Excel, PowerPoint), HTML, 508 Accessibility Review, YouTube