

GARY L. MUSSELL

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Training Coordinator - Instructional Designer – Technical/Documentation Writer

“Gary has a unique blend of talents and job skills, and he brings energy and enthusiasm wherever he is. He is a talented and published writer, a terrific instructor, and an insightful supervisor of people from different backgrounds and cultures. His organization skills are remarkable, and his ability to analyze data and spot inefficiencies are amazing.”

Professional Summary:

- Expert in Instructional Design, Course Development, Training, and Presentations.
- Experienced using both ADDIE (Analysis, Design, Development, Implementation, Evaluation) and Six Sigma (SIPOC) team processes. Trained in Myers-Briggs Personality Evaluation system.
- Taught adult vocational level courses in Word, Excel, PowerPoint, Visio, Project, LiveLink, and HTML at private universities and corporations.
- Skilled in Project Management storyboarding and coordinating the priorities of different stakeholders and department heads, getting them all to “row the same direction” so the project could be completed on time and within budget.
- Developed technical documentation, training materials, presentations, and courses for managers in different countries, Taught these classes using Myers-Briggs techniques to adjust the presentations so that the material could be understood by different audiences with different personality types.
- Experienced in marketing including creating presentations, logos, brochures, and collateral for marketing campaigns.

Technologies: (partial list)

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|-------------------|---------------------------|-------------------------|
| • eLearning | • Photoshop | • HTML (programming) |
| • Web Design | • Illustrator | • LiveLink Doc Library |
| • MS Office Suite | • Paint Shop Pro | • OmniPage |
| • Snag-it | • Adobe Acrobat Distiller | • NetMeeting/SharePoint |
| • Access | • Frame | • Articulate |
| • Visio | • PageMaker | • Myers-Briggs |
| • MS Project | • Dreamweaver | |

Education:

- B.A. California State University Northridge
- Secret Security clearance (active)

Awards: (partial list)

- Who's Who in California
- Nominee, International Who's Who of Professionals
- Who's Who in American Training
- Outstanding Faculty Member of the Year Award, LTU (two different years)

Professional Associations / Affiliations: (partial list)

- American Society for Training and Development (local chapter), Board of Directors (six years)
- Cal State University, Northridge Member, Business Curriculum Advisory Board (two years)

Work Experience:

INDEPENDENT BUSINESS CONSULTANT/WRITER-Present

As a business consultant-contractor for companies in Southern California, I have:

- Wrote monthly newsletters (print and on-line versions) for several different companies, and edited/published a 20-page on-line magazine for another, which won a national "Best" award two years in a row.
- Wrote dozens of magazine articles that were published in trade, travel, and feature magazines. My "Coping with Computers," column was published nationally for over four years, targeted at small businesses owners.
- Traveled extensively around United States, organizing and working product trade shows.
- Wrote the script for (and performed in) a 5-hour employee training video for a Fortune 500 company.
- Authored and published "Side-By-Side," a nationally sold software application program used by insurance agents to compare competing contract features.
- Managed the incorporation process for two non-profit organizations, creating and coordinating the implementation of five-year business plans for each.
- Designed several corporate logos and wrote many company promotional brochures and other marketing materials.
- Created several corporate web sites, one of which received a national design award.

JACOBS TECHNOLOGY NAVAL SYSTEMS GROUP2008-2009

Training Coordinator for Pt Mugu and China Lake, NAVAIR Weapons Division (WD)

Hired to reduce the high data entry error rate in the NAVAIR Weapon's Division, I designed all the instructional material, and delivered training to several hundred affected support staff at two navy bases. Created data base metrics and implemented monthly "report cards" of results vs. goals for all NAVAIR competency managers.

- Results: The Error Rate was reduced from 20% to 5.5% in 3 months, and the process time was reduced from an average of 40 days to 5 days. This translated to \$5,287,000/year in productivity savings.

SECURITAS USA, Westlake Village..... 2007-2008

Instructional Designer/Writer (11-month project)

Converted (reverse-engineered) the Professional Development department's 23 e-learning (Flash) courses for security officers into classroom-led courses including PowerPoint presentations, instructor guides, tests, and student handouts. In the year I was there I produced over 2000 pages of material, all delivered ahead of time and under budget.

QUALITY LOGIC, Moorpark, CA

Project Lead2002-2004

Implemented and supervised three consecutive contract projects, worth over \$1.5 million in income to the company. I took these projects from "test plan" to "reality," hiring, training, and supervising a new team of 50 people from scratch, who became an accomplished team of printer technicians, page inspectors, quality control inspectors, and data entry clerks.

- Results: Projects came in on time and under budget, with a Hewlett-Packard's engineering team very pleased with the report.

INTEL.....1998-2001

Manager of Training (MCD Division, formerly Xircom)

Created corporation's first coordinated, international training infrastructure linking the Pacific Rim to Europe and the Americas. Responsibilities included vision, budgeting, facilities, equipment procurement, staffing, and delivery.

Coordinated an international staff of 45 in seven countries to deliver training for multi-million dollar upgrade of IT enterprise-level applications for E-Business, Customer Support, Sales and Marketing, Supply Chain, Data Control, and Document Library of technical media (documents, tapes, CDs, videos.) Created dozens of user training manuals and other product documentation using MS Word, PowerPoint, and PageMaker.

- Results: Produced efficient blended e-Learning delivery system for training that networked international employees via teleconferencing, audio Star, NetMeeting, PowerPoint and WBT (self-paced, web-based training.)

A more extensive biography and list of professional accomplishments may be found at www.garymussell.com