

PHIL HAVLIK

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PROFESSIONAL EXPERIENCE

Celigo, San Mateo, CA (Remote) Jun 2021 – Present

Manager, Learning and Enablement

- Launched five instructor-led enablement workshops with 15 presentations and 9 activities
- Hired and developed 22 recent college graduates within an eight-month Rotational Trainee Program
- Constructed eLearning modules on the Celigo platform using Storyline, Rise, and Camtasia
- Served as Team Lead for three Instructional Designers and three Training Specialists

RLDatix, Carmel, IN Sep 2019 – June 2021

Technical Implementation Analyst

- Weekly technical training and consultation calls with Site Administrators and team leads
- Conducted instructor-led training sessions for Site Administrators and end users for product onboarding
- Established integrations and ongoing support for Active Directory syncs and Single Sign-On authorization

Springbuk, Indianapolis, IN February 2019 – Aug 2019

Training and Development Manager

- Advanced Springbuk University by redesigning and developing five new courses for employee training and growth
- Produced technical, professional, and leadership development training including video and technical documents
- Delivered instructor-led technical training and professional coaching in classroom and webinar environments

PolicyStat, Carmel, IN February 2015 – February 2019

Learning Center and Support Manager

- Grew product training and technical documentation by creating the PolicyStat Learning Center
- Created over 80 eLearning modules addressing every action possible with the PolicyStat product
- Supervised, coached, and coordinated a team of six support professionals
- Client communication efforts through monthly update newsletters, product update blog, and feature reviews

URS Corporation, Denver, CO June 2008 - February 2015

Instructional Designer/Web Course Developer

- Designed and developed yearly eLearning for Health & Safety, IT Security, and general compliance
- Worked with Subject Matter Experts to ensure training met global audience requirements

K-12 Educator, Various Locations August 2001 - June 2008

- August 2002-June 2008: Eaglecrest High School Aurora, CO
- August 2001-June 2002: Sauk Prairie Middle School, Sauk City, WI
- January 2001 - June 2001: Winnequah Middle School, Monona Grove, WI

EDUCATION

University of Colorado - Denver, Denver, CO May 2009

Master of Science in Education; Information and Learning Technologies

University of Wisconsin - Whitewater, Whitewater, WI May 2001

Bachelor of Education - Special Education Emphasis

SKILLS

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|-----------------------|-----------------------|------------------------|----------------------|
| • Needs Analysis | • Customer Success | • Leadership Training | • Adobe Captivate |
| • Curriculum Design | • Leadership/Coaching | • LMS Administration | • TechSmith Camtasia |
| • Project Management | • Technical Writing | • Adobe Photoshop | • Office 365 |
| • Presentation Design | • New Hire Onboarding | • Articulate Storyline | • Google Suite |