

Anne S. Teillet

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SUMMARY

Development Resources manager with 13 year experience in the field of education. Skills includes managing a Learning Management System Management; instructional design; designing and managing educational marketing materials. Bilingual in French and English. Self-starter who approaches every project in a detailed, analytical manner.

PROFESSIONAL EXPERIENCE

DEVELOPMENT RESOURCES MANAGER, CORPORATE UNIVERSITY

Huntsville Health System - Huntsville, Alabama / January 2016 to present

Huntsville Hospital's Corporate University provides training and education for all hospital system employees, physicians, other healthcare professionals, and the community.

Key Accomplishments

- Responsible for a Learning Management System
 - › Manage on-going users growth
 - › Implemented several healthcare facilities data import
 - › Serve as the primary point of contact between the organization and LMS vendor for database enhancements/bugs.
 - › Lead a team of data analysts responsible of entering training records.
- Create with clinical and non-clinical Subject Matter Experts (SMEs) online classes and execute their delivery.
- Establish and administer a quality assurance process to ensure the accuracy and integrity of all information and data residing in the LMS
- Create reports for key departments metrics and compliance
- Assist department leaders and educators establishing curriculum for staff
- Act as the primary liaison between the Education Department and the LMS Superusers and staff. This includes helping with troubleshooting issues and teaching live classes for Superusers.
- Collaborate with the Education Director and the Leadership Education Manager to meet company education strategies and industry requirements
- Promote education and leadership events in the organization and the community.
- Create for the hospital and its affiliate hospitals employee-wide surveys. These include annual employee engagement surveys, patient safety surveys and other clinical/non-clinical surveys .
- Report survey results benchmarking previous years and industry data

LEARNING MANAGEMENT SYSTEM ANALYST, CORPORATE UNIVERSITY

Huntsville Health System - Huntsville, Alabama / September 2010 to 2016

- Responsible for the organization's Learning Management System
- Created with Subject Matter Experts (SMEs) online classes
- Taught live classes for Learning Management System Superusers.
- Collaborated with Leadership to meet company education strategies and industry requirements
- Promoted education and leadership events in the organization and the community.
- Support Leadership education events
- Created annual employee engagement surveys, patient safety surveys and others

GRAPHIC SPECIALIST, CORPORATE UNIVERSITY

Huntsville Health System - Huntsville, Alabama / September 2003 to 2010

- Developed and managed the production of marketing materials (corporate identity, conference brochures, collaterals for events and other related items) that reflect Corporate University's presence as a progressive learning institution and as a part of the Huntsville Hospital organization.
- Initiated and managed the development content and materials for organization's education website and intranet

- Collaborated to the establishment and management the Emerging Leaders Program (ELP), a structured leadership initiative .The primary focus is on expanding the participants’ organizational awareness and leadership competencies as a means to prepare highly promising individuals for potential advancement within the hospital.
- Promoted education and leadership events in the organization and the community.
- Assisted the Facility Team in developing a system to manage the day-to-day facility including Event Management System, Room Scheduling system, A/V and catering needs.

CORPORATE COMMUNICATIONS COORDINATOR

Time Domain Corporation - Huntsville, Alabama / August 1996 to September 2003

Time Domain develops wireless technology for a wide range of applications.

Responsible for supporting the Company’s corporate communications as an integrated part of the overall corporate strategy.

Key Accomplishments

- Managed the production of a full range of collateral materials
- Managed the branding process for the Company’s product lines, from initial product naming through to trade marking, logo design, and the issuance of usage guidelines.
- Designed national advertising and promotional programs
- Participated and supported all web-based communications
- Managed the design and production of a new trade show booth system (modular and fixed elements)
- Organized international industry conference in Washington, D.C. with more than 200 attendees.

MARKETING ASSISTANT

ADS , S.A. – Paris, France with headquarters in Huntsville, Alabama / April 1992 to June 1994

Acted as European representative in the U.S. Headquarters.

Responsible for supporting marketing, public relations and the international strategic positioning.

Key Accomplishments

- Supported international business relations (United States, France, Germany, Australia,...)
- Designed and implemented marketing communications materials for international offices (including brochures, newsletters, hardware and software specification sheets, case studies, proposal templates, and client profiles) to support the company’s sales force.
- Planned and organized marketing support for the annual industry conference.
- Prepared, scripted and designed a technical book for national and international customers and sales support.

CONSULTING WORK with GeneCapture and iXpressGenes (Start-up companies with the Hudson Alpha Institute for Biotechnology), MagnaVista Group (a management consulting team), Time Domain Corporation; Monte Sano Club (Community club) ; Glenn Associates (Technical writing & consulting company); North Alabama Health Educators (Professional organization); Village of Promise (Non-Profit organization)

EDUCATION

Masters of Education in Education & Human Resource Studies with a specialization in Adult Education and Training , (2016) - *Colorado State, Colorado, USA*

Bachelor of Arts, International Business and Foreign Languages, 2000 - *University of Alabama, Huntsville, USA*

Intensive Spanish Program, 1995 - *Alajuela, Costa Rica*

French Bachelor equivalent in Communications & Advertising, 1991 - *Ecole Superieure des Techniques Modernes, France*

COMPUTER SKILLS

Microsoft Suite including Visio, Publisher, Movie Maker

Adobe: Dreamweaver, Illustrator, Indesign, Photoshop, PDF

Learning Management System: HealthcareSource Netlearning

Elearning tool: Softchalk

REFERENCES

Available upon request