

KIMBERLY BOURQUE VALLIERE

kimberly.bourque@gmail.com • <http://www.kimberlybourqueportfolio.com/>

Experience:

Behringer, Addison, TX (April 2013 – present)

Instructional Designer – Marketing/Training

- Create training materials for sales team and non-sales employees with slide deck, facilitator guide, and participant manual
- Develop e-learning courses based on research and subject matter experts on financial products using Articulate Storyline for internal employees and external financial advisors
- Coordinate topics and schedule for the Behringer University training sessions; create presentations with presenter where needed
- Maintain Blackboard Learn for Salesforce LMS and assist learners with accessing courses
- Manage training access for external financial advisors on third-party website

Louisiana State Civil Service, Baton Rouge, LA (September 2012 – April 2013)

Training and Development Specialist – Comprehensive Public Training Program (CPTP)

- Developed e-learning courses based on research and according to current trends using Articulate Storyline
- Designed instructor-led presentations and create participant manuals
- Assisted state-wide learning participants in troubleshooting technical difficulties with courses or receiving credit from the LMS

Louisiana State University, Baton Rouge, LA (November 2008 – September 2012)

Program Coordinator – Communication across the Curriculum (CxC)

- Created and presented at CxC-sponsored communication skills building workshops for LSU students (Topics included: Strengthening Speaking Skills, Professional Portfolio Building, and Videotaping Best Practices)
- Conducted development workshops for LSU Faculty (Topics included: Incorporating Portfolios into the Classroom, Using Technology to Improve Feedback, and Video Annotations)
- Led special interest group discussions with LSU Faculty on Adobe Connect and Creating Professional Portfolios
- Researched and recommended cutting edge technologies to cut program costs and increase efficiency
- Managed the CxC social media efforts
- Developed content and updated the CxC website on an as needed basis
- Corresponded with students, faculty, and deans through various mediums on a variety of topics
- Managed grant award budget expenditures (Most recent \$130,000, 2010-2011)
- Monitored and reported all budget expenditures (\$650,000 annually)
- Completed all hiring paperwork and payroll for student and graduate staff

Louisiana State University, Baton Rouge, LA (September 2005 – November 2008)

Administrative Coordinator – Communication across the Curriculum (CxC)

- Served as the information manager for the CxC program, collected and maintained data publicity
- Assisted with processing Distinguished Communicator applications and served as a liaison to Information Technology Services and the Registrar
- Attended recruiting events on behalf of the program
- Processed all HR personnel forms for all new employees
- Reconciled budgets and purchased all supplies and equipment according to state regulations and monetary restrictions

Louisiana Department of Education (February 2005 – August 2005; February 2003 – September 2004)
Student Staff/Consultant/Admin Specialist 3/Admin Program Specialist – Division of Nutrition Assistance

- Provided technical support to sponsors with computer and online application problems
- Created and edited documents for use in training purposes
- Assisted with sponsorship renewal and new application for over 500 sponsors

Education: Louisiana State University, Baton Rouge, Louisiana

- LEAD...Emerge – Leadership Seminar (May 2010)
- Master of Science – Human Resource Education (May 2009)
- Bachelor of Arts – Major: Psychology / Minor: Sociology (May 2003)