

ROBERT A LEE

PROFESSIONAL SUMMARY

Results-driven Learning & Development professional with over a decade of experience designing and delivering performance-focused training programs. Proven leader in instructional design, process improvement, and curriculum development across technical and operational environments, including nuclear operations and defense sectors.

WORK HISTORY

Courseware Developer, 01/2025 to Current **General Dynamics Electric Boat - Groton, CT**

- Collaborated closely with clients to elicit requirements and translate them into technical specifications, improving final product delivery by 10%.
- Participate in software field testing to verify performance of developed projects
- Analyze training needs and determine performance objectives for target audiences of varying skill levels
- Apply instructional design methodologies to determine the most effective training strategies to best achieve performance objectives
- Create classroom training materials such as facilitator guides, participant guides, and presentation slides
- Develop testing strategies to evaluate the effectiveness of instructional programs and track outcomes and ensure alignment with business objectives
- Partner with graphics, media specialists, and other courseware developers to design, develop and/or update instructional program requirements
- Conduct reviews of courses to ensure quality of deliverables, resulting in a 15% decrease in stakeholder resubmittals.
- Utilize semantic HTML within the LMS to create and maintain instructional materials, ensuring proper formatting and usability.

Training Manager/Lead Instructor, 01/2019 to 09/2024 **Naval Submarine School - Groton, CT**

- Developed and administered solution-based training for target audiences within Naval Nuclear Propulsion Program (NNPP) submarine Fleet Sailors
- Monitored and created training reports within the LMS for respective roles to promote training completion for over 3000 Navy personnel

CONTACT

Address: Lake Butler, FL 32054

Phone: 9122450169

Email: robertlxd1223@gmail.com

PORTFOLIOS, PROFILES

- www.linkedin.com/in/robert-a-lee1
 - robertaleelxd.net
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EDUCATION

Master of Education, Instructional Design and Technology, Expected in 12/2025

Bowling Green State University -
Bowling Green, OH

- Relevant Coursework: Evaluation in Learning Design, Principles of Learning Design, Leadership Theory and Practice, Statistics in Education

Bachelor of Science, Management, 12/2023

Bowling Green State University -
Bowling Green, OH

- Relevant Coursework: Instructional Design, Project Management, Supervisory Practices, Leadership, Lean System Principles, Adult Learning Theory, Training Program Development

Nuclear Mechanical Engineering, 10/2014

Naval Nuclear Power Training Command - Charleston, SC

- Relevant Coursework: Radiation Health, Chemistry, Thermodynamics, Fluid Dynamics, Nuclear Physics, Industrial Safety, Nuclear Reactor Engineering
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- Identified, planned, aligned and addressed training needs by analyzing Fleet performance metrics and KPIs
- Led the implementation of virtual learning for two technical courses, resulting in a 30% increase in learner engagement and accessibility
- Coordinated with SMEs and end users to develop and deliver quality training events and programs
- Increased overall productivity by conducting regular skills gap analyses and addressing identified needs with targeted training interventions
- Alternated training methods to diversify instruction, strengthen learning opportunities, and enhance program success
- Established a culture of continuous learning, promoting professional development opportunities for all employees across the organization

Submarine Assistant Quality Assurance Officer, 01/2022 to 08/2022

United States Navy - Naval Submarine Base Groton, CT

- Developed quality assurance training plans by conducting personnel level of knowledge and formal training analyses for crew of 150 Navy personnel
- Produced tailored training plans by conducting process and system audits to identify areas of improvement and enforce compliance with industry standards
- Performed root cause analysis to identify and resolve quality issues and defects

Nuclear Mechanical Supervisor, 10/2012 to 08/2022

United States Navy - Naval Submarine Base Groton, CT

- Oversaw and conducted implementation and use of training plans for 20 mechanical nuclear plant operators and maintainers
- Developed comprehensive reporting procedures to track progress towards key performance metrics accurately
- Evaluated employee performance and conveyed constructive feedback to improve skills
- Trained over 75 technicians in latest QA techniques, boosting team skill levels
- Assessed employee performance, provided constructive feedback, and conducted onboarding and training for new hires
- Delegated team assignments, reviewed work and set schedules to maintain optimal coverage of all mechanical needs
- Conducted comprehensive risk assessments prior to commencing new work assignments, implementing appropriate mitigation strategies where required

SKILLS

- Training Program Design
- Strategic Prioritization
- Training Materials and Documentation
- Performance Measurement
- Training Solutions Development
- Technical Training
- Multimedia Production (Articulate 360, Google Workspace, and MS Office Suite)
- Adult Learning Theories
- Remote Training Delivery
- Semantic HTML

CERTIFICATIONS

- Certified Professional in Talent Development (CPTD) - *ATD*
- Project Management Professional (PMP) - *PMI*
- Certified Associate in Project Management (CAPM) - *PMI*
- Associate Safety Professional (ASP) - *BCSP*
- Certified Instructional Trainer (CIT) - *BCSP*

VOLUNTEER WORK

- Alzheimer's Association
Community Representative Aug 2023-Current