

NAVYA SHARMA

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Career Objective: A dedicated Learning & Development expert with 5+ years of experience in designing, coordinating, and managing impactful training programs across the globe. Proven ability to identify learning needs, develop engaging content, and measure program effectiveness. **Certified (AIPEC)™ and Certified (PMEC)™**, seeking a role to leverage my strong project management skills, instructional design expertise, and passion for fostering employee development to contribute to organizational growth.

Competencies:

• Training program design and delivery (ADDIE Model)	• Technology Integration for User Adoption
• eLearning authoring tools (Articulate, Adobe captivate, RPS, Etc.)	• Regulatory Compliance (CCPA, GDPR) in Training
• Learning Management Systems (LMS) administration (Canvas, Blackboard, SAP SuccessFactors)	• Audit Preparation and Compliance Management (ISO standards)
• Needs analysis and instructional design	• Team Management, Leadership, Training Program Management
• Technology integration and demonstration	• Advanced Technical Knowledge
• Stakeholder management and collaboration	• Presentation abilities
• Training program evaluation and data analysis	• Networking expertise
• Content Creation and Management (LMS platforms like Canvas, Blackboard, SuccessFactors)	• Proficient in SharePoint, LMS, CRM, ATS, VMS, Office 365, Jira, and Atlassian.

Technical Skills:

SharePoint, MS Forms, SAP SuccessFactors LMS, Articulate Rise, Adobe Captivate, Learning Management Systems (LMS), Learning Management Systems (LMS) Administration, Data Analysis, Project Management, HubSpot, CRM, Sales Navigator.

EDUCATION

Chandigarh Group of colleges, Landran, Mohali
Bachelor of Technology | Major: Electronics & Communication

Diploma in Human Resource Management, Alison

WORK EXPERIENCE

US Tech Solutions Inc., Noida, Uttar Pradesh

July 2023 - Present

Global Learning & Development Specialist/ L&D Program Specialist

- Successfully coordinated and managed 20+ training programs aligned with organizational objectives on global scale.
- Conducted needs assessments to identify skill gaps and prioritize training initiatives.
- Measured training outcomes using [metrics] to inform continuous improvement.
- Developed engaging training content using LMS platforms (Canvas, Blackboard) to boost user engagement by 25% and to track training progress and evaluate program effectiveness.
- Conducted technology demos (20+) using appropriate tools, achieving a 90% user adoption rate for new technologies.
- Managing authoring tool licenses (Articulate Rise, Adobe Captivate, LinkedIn RPS, Sales Navigator) to optimize costs and enhance learning content development.
- Built strong relationships (with 15+ stakeholders and Subject Matter Experts) to ensure training content accuracy and support.
- Performed training needs analysis, designed customized training plans, and selected appropriate delivery methods (reducing training gaps by 40%).
- Managed data for ISO-IMS audits, ensuring 100% compliance and zero non-compliance findings in internal and external audits using Data analytics tools.
- Assessed participant progress through regular evaluations, adapting content to meet individual needs.

IDC Technologies Solutions (I) PVT. LTD, Noida, Uttar Pradesh

Feb 2022 – July 2023

Technical Talent Acquisition Specialist- US/Canada

- Led and managed onboarding training programs to ensure new hires were equipped with the necessary knowledge and skills to succeed in their roles.
- Oversaw and guided a team of L&D professionals in designing, delivering, and evaluating training programs.
- Developed and implemented comprehensive training programs on various topics, including advanced sourcing techniques, recruitment tools, and best practices for talent acquisition.
- Optimized the use of authoring tools and LMS to enhance learning content development and streamline training processes.
- Continuously monitored and evaluated training outcomes to identify areas for improvement and make necessary adjustments.
- Collaborated with hiring managers and subject matter experts to identify training needs and align programs with organizational objectives.
- Developed and maintained a robust training program management system to track program progress, measure effectiveness, and ensure compliance with organizational standards.
- Provided coaching and mentorship to team members to support their professional development and enhance their L&D skills.

OptimHire, California

Nov 2021 – Feb 2022

Talent Acquisition Partner – US

- Designed and coordinated 15+ training programs tailored to campus hires, In house employees, contractual employees across the globe.
- Utilized ATS tools to streamline recruitment processes and reduce time-to-hire.
- Created and maintained comprehensive training materials covering SaaS based training, process related training, etc.
- Organized 10+ knowledge-sharing sessions with 500+ participants to foster professional development.
- Collaborated with hiring managers from different departments to align training programs with organizational goals.
- Analyzed recruitment data to identify top talent.
- Developed training evaluation metrics to measure training program effectiveness, including completion rates, participant satisfaction scores, ROI, Etc.
- Provided actionable recommendations based on data analysis to improve training programs and optimize learning outcomes using Power BI, Advance excel.

Egiyok (All Agri Online Pvt. Ltd), Mohali, Punjab

May 2021 – Nov 2021

Human Resource Specialist

- Leveraged ATS tools to streamline recruitment processes and identify top talent for campus hire programs.
- Coordinated and managed training programs aligned with organizational objectives.
- Developed and implemented training programs for interns on sales strategies, marketing techniques, and company policies.
- Evaluated training outcomes and provided feedback for continuous improvement.
- Managed a team of 35 employees in the Sales & Marketing department.
- Conducted orientation sessions and onboarding training for new employees.
- Maintained personnel records and statistical data to ensure accuracy and compliance.
- Managed benefits administration for company-wide staff.
- Represented the company with employment agencies, colleges, and industry associations.
- Completed timely reports on employment activity and conducted exit interviews.
- Evaluated resumes, interviewed, and presented qualified candidates to hiring managers, utilizing SAP SuccessFactors.
- Successfully conducted workshops, guest sessions, and webinars as part of L&D programs, enhancing employee engagement and knowledge acquisition.

Hope Organization, Karnal, Haryana

Jan 2020 – May 2021

Human Resource Executive

- Maintained accurate and up-to-date employee files using a human resources information system.
- Coordinated onboarding and orientation training programs for new employees.
- Assisted with the recruitment process by posting job ads, filtering applications, scheduling interviews, and drafting offer letters.
- Utilized Power BI to maintain personnel records and ensure compliance with regulations.
- Implemented comprehensive HR programs and initiatives to enhance employee engagement.
- Led recruitment efforts to attract top talent in a competitive job market.
- Supervised employees to achieve optimal productivity, reducing process gaps by 90%.

Leadership & Activity

International Model United Nation

IMUN Award Holder

- Won 6 Verbal Recommendation awards on a globally
- Won Best delegate award.
- Won outstanding delegate award twice.
- Represented 12 different countries on a global scale.

Skills Learnt: Research, Analytics, Leadership, foreign policies, debating, communication, Delegation, etc.

Certifications

Certifications:

- Project Management Essentials Certified (PMEC)[™]
- AI Prompting Essentials Certified (AIPEC)[™]
- Certified Organizational Designer, Macquarie University, Sydney

REFERENCE AVAILABLE UPON REQUEST