

Matthew White

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Learning & Development Specialist

Committed to achieving excellence in employee growth through first-class training and coaching

Self-motivated Learning and Development Specialist with extensive corporate training experience and proven track record of passionately leveraging technology, teaching, and leadership skills to create, develop, implement, and deliver impactful learning solutions and programs. Demonstrate unwavering focus on applying skills to drive both employee and organizational success. Excellent technology, flexibility, communication, interviewing, and public speaking skills.

Over 50 training videos produced over four-year span

75% reduction in continuing education receipt turnaround time

100 new staff onboarded through four-day training program

EXPERTISE

- Training Program Delivery
- Performance Improvement
- Learning Management Systems (LMS)
- Human Resource Information Systems (HRIS)
- Educational Technology Platforms
- Post-Learning Assessment
- Video Production/Web Design
- Artificial Intelligence (AI)
- Microsoft Office Suite (Excel, Word, PowerPoint)

PROFESSIONAL EXPERIENCE

WESTERN RESERVE AREA AGENCY ON AGING | Cleveland, OH

2020 – Present

Instructional Design Specialist, 2022 – Present

Identify organizational needs and create relevant learning materials. Design and conduct quarterly new hire skills training focused on Microsoft Teams, Microsoft Excel, and other technologies. Create print job aids, playbooks, policy documents, and how-to guides based on organizational needs. Present employee growth opportunities during new hire orientation. Work with multiple LMS and HRIS platforms to track course completions. Evaluate licensure requirements from state accreditation boards with accuracy to ensure continuing education programs successfully meet requirements.

- **Produced over 50 training videos** on technology and healthcare topics to date.
- **Created new 12-hour supervisor training course** after conducting comprehensive needs assessment that involved gathering information from all levels of organization.
- **75% reduction in continuing education receipt turnaround time** accomplished by automating course certificate emails.
- **Developed six-module in-person training and five-module interactive eLearning course** on improving employee performance.
- **Generated training dashboard** to track training requests/deliverables and course creation/review dates.

Training & Development Specialist, 2020 – 2022

Developed digital and print training materials and conducted virtual and in-person training sessions. Created unique training and coaching programs to fulfill staff's specific needs to maintain or improve job skills, ensuring proper execution at all levels of department. Evaluated learning comprehension of participants and provided constructive feedback. Managed project milestones, deadlines, and scheduling. Recruited outside speakers and facilitated continuing education programs to ensure staff had opportunities for professional growth and to meet licensure requirements.

- **Presented 130 training and development programs in multiple formats**, including virtual platforms, group discussions, lectures, simulations, and videos.
- **Onboarded over 100 employees through four-day training program** after developing and implementing comprehensive, consistent onboarding and orientation process.

ONIX NETWORKING | Lakewood, OH

2020

Google Workspace Consultant

Organized and conducted administrator training for customer engagements. Collaborated with customers to implement proactive, strategic technical solutions pertaining to Google Apps/G Suite. Developed and updated deployment materials, scripts, and tools. Conducted product and solution meetings, created proof-of-concept demonstrations, and coordinated supporting technical resources. Worked hands-on with G Suite and other cloud partner products to demonstrate and prototype integrations in customer/partner environments.

- **Conducted Google Workspace training** (Docs, Drive, Forms, and Vault) based upon customer needs.
- **Migrated file, email, contact, and calendar data from nearly 4,000 individuals** (four customers) to the cloud.

CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT | Carrollton, OH

2016 – 2019

Director of Technology

Managed technology and Internet use/safety for 250 staff. Served as district administrator and played key role in critical decision-making. Oversaw network spanning more than eight buildings. Supervised five direct reports responsible for installing, configuring, and troubleshooting district's technology. Led department staffing, creating job placement ads and interviewing potential candidates. Managed personnel time sheets and job performance with full confidentiality.

- **Planned technology for new \$42 million school building** in collaboration with 10 stakeholders.
- **Spearheaded and managed 1-to-1 device program** for 2,500 district students.
- **Sourced, recruited, and hired three staff members** for assigned department.

COLUMBIANA PUBLIC LIBRARY | Columbiana, OH

2015 – 2016

Technology & Systems Coordinator

Set up, maintained, and troubleshot all library technology. Developed library web content and created mobile-friendly website in alignment with organization's information security policies. Employed library management system to track items owned, orders, bills, and borrowed books.

- **Supported 20 staff members and over 2,000 patrons** on wide array of technology devices.
- **Instructed 16 classes per month** on topics inclusive of computer basics and iPhone/Android camera use.
- **Developed partnerships with 10 outside organizations** to conduct public outreach for technology services.

EIPHANY MANAGEMENT GROUP | Carrollton & Leetonia, OH

2014 – 2015

Technology Education Coach

- **Created 150 websites** and other technology training materials.
- **Delivered 25 coaching workshops per week** on Microsoft Office, Google Apps, iPads, Apple TVs, and various learning management systems.
- **Supported 500 teachers** on 50 hardware and software platforms.

HEARTLAND CHRISTIAN SCHOOL | Columbiana, OH

2010 – 2014

Technology Coordinator & Computer Teacher, 2012 – 2014

- **Taught classes to 300 students** on use of Microsoft Office and Adobe software packages.
- **Developed five-year technology plan.**

High School English Teacher, 2010 – 2012

- **Instructed over 100 assigned students** in high school English and reading courses.
- **Planned 10 fundraising and leadership activities** per year.

EDUCATION & PROFESSIONAL DEVELOPMENT

Master of Human Resource Development (4.0 GPA), 2023

Clemson University (Clemson, SC)

Bachelor of Science in Journalism and Mass Communication, 2008

Kent State University (Kent, OH)

CERTIFICATIONS

Six Sigma Yellow Belt

AFFILIATIONS

Association for Talent Development

PRESENTATIONS

2017 National Forum to Advance Rural Education

Invited to present on Raspberry Pi computer and its ability to collect weather-related information