

Jacob Cox

Columbia, MO | contact@jacoblxd.com | Portfolio: jacoblxd.com

EXPERIENCE

Training Content Specialist

Somatus, Inc | Washington, D.C. (Aug. 2021 – Present)

- Manage the HealthStream LMS for 2000 users, including adding content for teams, troubleshooting support tickets, and overseeing new LMS implementations.
- Develop eLearning content (Articulate Storyline & Adobe Captivate), instructor-led sessions (PowerPoint), and micro learnings (Camtasia).
- Author user-friendly product manuals, presentations, and assessments following user-centered design principles, leading to a more efficient training process.
- Create dashboards to visualize training data and identify areas for improvement using PowerBI.
- Manage training registrations and training data within the learning management system (HealthStream).

Onboarding Specialist

University of Missouri | Columbia, MO (Jan. 2021 – Aug. 2021)

- Facilitated weekly instructor-led onboarding virtual training sessions with an average class size of 20 newly hired teammates.
- Collaborated with HR, IT, and hiring managers to ensure a seamless onboarding experience for new hires.
- Ensured newly hired employees received proper workspace setup and necessary resources.

Learning Coordinator

University of Central Missouri | Warrensburg, MO (Aug. 2014 – Jan. 2021)

- Created engaging and informative training materials, including PowerPoint presentations, instructor guides, and student handouts for staff to provide students.
- Led innovative learning initiatives to help new hires retain job duties within the first 30 days, resulting in improved productivity and performance.
- Developed effective study materials, including online modules and practice quizzes, for use in LMS, resulting in a 10% decrease in test failures among students.

CERTIFICATIONS

- ATD eLearning Instructional Design (Association for Talent Development, 2023)
- Google Project Management (Google, 2023)
- Camtasia Training Video Production (TechSmith, 2023)
- Google Data Analytics (Google, 2022)

EDUCATION

Bachelor of Science (B.S.) – Psychology

University of Central Missouri
Graduated May. 2018

SKILLS

Instructional Design | Learning and Development | Enterprise Training | Training
Delivery | Curriculum Development | Data Analytics | Project Management | PowerBI |