

Michael W. Davis

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Skills

- Designing and developing training materials and assessments.
- Leveraging AI for tasks and learning materials.
- Interviewing candidates for instructional design positions.
- Applying ADDIE process to training programs.
- Analyzing jobs and creating success profiles.
- Writing and editing software requirements documents.
- Designing business process flow diagrams.
- Writing client-specific software training materials.
- Creating document and Gantt chart templates.
- Managing document development and creating HTML guides.
- Managing multiple projects and reprioritizing, as necessary.
- Delivering training via webinars and on-the-job environments.

Results

- Leveraged artificial intelligence (AI) tools to reduce e-learning course development time by 75%.
- Developed and updated over 70 ERP software courses since 2015.
- Designed and implemented an instructional design process.
- Created success profiles for 12 positions.
- Developed over 60 online modules for a speech recognition application.
- Developed over 20 online modules for management orientation and professional development.
- Administered and analyzed over 30 online surveys and 25 assessments.
- Developed sales and leadership programs.
- Managed a team to create over 200 custom training guides.
- Customized over 400 software application training guides.

Experience

Learning Designer, Sr. Principal

Infor, Nashville, TN (remote)

(Contractor for Infor), March 2015 - May 2016

May 2016 - November 2025

- Coordinated with SMEs, learning designers, and portfolio managers.
- Led course update and development for cloud-based ERP financials and supply management software.
- Interviewed candidates for Learning Designer positions.
- Leveraged AI tools to create learning materials.
- Assisted junior team members.
- Designed and developed course materials.
- Developed assessment questions to support learning objectives.
- Incorporated feedback to improve training materials.

Instructional Designer

Emerson Network Power, Nashville, TN (Remote Office)

October 2010 - March 2015

- Analyzed, designed, and developed training deliverables.
- Explained technical ideas to a global audience.
- Created blended learning solutions.
- Conducted needs analysis and facilitated meetings with SMEs.
- Designed interactive learning elements and assessments.

Training Developer

Northrop Grumman, Huntsville, AL

April 2010 - October 2010

- Designed and developed classroom training materials.
- Partnered with SMEs and project teams.
- Developed templates and documentation standards.

Instructional Designer

MedQuist, Norcross, GA

April 2004 - October 2009

- Analyzed jobs and created success profiles.
- Designed and developed online training courses.
- Coordinated with teams to create classroom materials.
- Designed pre- and post-training assessments.

Course Developer

Next Step Learning, Alpharetta, GA

October 2001 - April 2004

- Created product ideas and developed courseware.
- Managed courseware development projects.
- Supported sales and marketing with product launches.

Technical Writer

Self-Employed, Atlanta, GA

April 2001 - October 2001

- Developed content and storyboards for web-based training.
- Designed templates for training guides.

Analyst/Technical Writer

Radiant Systems, Alpharetta, GA

January 2001 - March 2001

- Developed user guides, release notes, and training documentation.
- Coordinated with teams for documentation.

Technical Writer

Comforce (Contractor at Bellsouth), Atlanta, GA

July 2000 - January 2001

- Developed software requirements documents and training documentation.
- Coordinated with teams for documentation standards.

Course Developer and Resource Manager

ExecuTrain, Alpharetta, GA

March 1998 - July 2000

- Managed course developers to create training materials.
- Scheduled projects and provided resources.

Education

- **Master of Science, Organizational Behavior/Human Resource Management**
Purdue University, West Lafayette, IN, May 1993
- **Bachelor of Science, Psychology** Auburn University
Auburn, AL, June 1990

Current Software and Tools

Articulate Rise, Articulate Storyline, AI (Copilot, ChatGPT, KochGPT), MS Office 365, TechSmith Snagit

Former Software and Tools

Captivate, Vyond, Murf AI, Audacity, Photoshop, InDesign