

Rebekah L. Olejnik

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Innovatively utilizing technology to empower individuals and businesses to meet the needs of an ever-changing world.

Education:

Purdue University | Master's in Education
in Learning Design & Technology

Grand Valley State University | Bachelor of Science
in Hospitality & Tourism Management Emphasis in
Event Planning | Minor in Business

Experience:

Meijer, Inc. | Instructional Designer

2018 - Present

- Defined my team's job-specific role intake process and led full-scale curriculum creation for new hire training for 25,000+ employees by identifying training gaps in partnership with subject matter experts.
- Led and developed new hire training for supply chain safety and performance with a cross-functional team of 26 SMEs that decreased work-related accidents and employee turnover.
- Provided thought leadership for innovations in content management, team member engagement, Agile methods, and instructional design standards to improve our team's processes.
- Developed talent by interviewing, onboarding, and mentoring permanent, contract, and aspiring instructional designers.
- Utilized innovative problem solving to include the elusive Evaluation step of the ADDIE process to receive feedback and implement it without increasing stress or impeding and workload capacity for the team.
- Built a leadership program to develop leaders in the art of trust and feedback to strengthen team culture and ongoing appreciative and developmental feedback using the 5:1 ratio and Truly Human Leadership.
- Built large scale software training websites and interactive learning resources for SAP and Ariba which improved team member cognition, reduced frustration, and significantly decreased IT tickets.
- Developed engaging compliance courses for employee right-to-know, chemical safety, dangers of confined spaces, and pharmacy that continue to receive 5-star ratings from team members on our LMS and reduce risk to our team members, customers, and company.
- Oversaw vendor selection for live action video recording and developed the script, design, and shot list.
- Developed designs and creative learning solutions that include, but are not limited to, eLearning, mobile learning, web-based virtual classes, videos (live-action and animated), train-the-trainer, classroom, blended learning, and large software applications.
- Developed and managed projects and timelines using my innovative document planning matrices and ADDIE model adopted by the team.

Meijer Corporate Engagement and Wellness Committee

2021 - Present

- Worked with a cross functional team and organized subcommittees to focus on connectivity, inspiration, fun, managing workdays, health, self-care, and wellness.
- Lead a subcommittee to bring engaging, virtual Halloween events to the corporate team members that included a pumpkin carving guru and costume contests.
- Collaborating with and presenting to senior leadership to connect and engage all business areas.
- Created and delivered virtual game boards to connect and engage team members for all locations.
- Developed leadership resources for engaging team members in a hybrid working environment.
- Created a virtual Day of Understanding Venn diagram activity for multiple locations to drive connection.

Meijer Talent Management Engagement Committee

2020 - Present

- Organized volunteer events for Kids Food Basket as a team building opportunity to serve the community.
- Created a virtual brain boosting brunch cooking event and organized a virtual escape room activity.
- Used a digital whiteboard to develop virtual games that engaged all talent management teams and included my very own, "Don't Melt the Snowman," game. It was requested by other business areas for their teams to use as well and continues to be circulated.
- Led the committee by organizing agendas, meetings, event timings, announcements, and communications.
- Developed all presentations and visual aids for communications.
- Maintained an inclusive environment catering to both the virtual and in-person audiences.

KeelWorks Foundation | Instructional Designer

2016-2018

- Developed content for team building, problem-solving, and communication.
- Engaged in critical thinking, goal management, project management, and conflict resolution.
- Created and developed storyboards and learning modules.
- Maintained the LMS and course content.
- Collaborated with interns, project managers, and subject matter experts.
- Applied and tested instructional design theories, practice, and methods.
- Identified target audiences, training needs, and learning gaps.
- Collaborated on instructional research and analysis for learners and contexts.
- Developed exercises and activities that enhanced the learning process.

Inno-Versity | Instructional Designer and Technical Writer

2016-2017

- Created and developed storyboards for software and programs.
- Developed voiceover scripts and on-screen text for presentation.
- Translated client content to a relatable and understandable format.
- Visualized and created on-screen text and instructional graphic effects for presentation.
- Developed infographics, interactive presentations, and learner assessments.
- Collaborated with project managers, subject matter experts, clients, and company personnel.
- Developed and revised eLearning, blended, and training curriculum.
- Maintained project repositories.

Danish Festival, Inc. | Website Administrator

2015-2017

- Analyzed, re-designed, developed, maintained, and continuously improved the festival's website.
- Provided the community with access to details for events and locations.
- Revised press releases.

City of Greenville | Executive Assistant to the City Manager

2010-2017

- Developed and created all instructional books and training manuals for city departments.
- Created and submitted publications and notices to the media.
- Analyzed, re-designed, developed, maintained, and continuously improved the city and chamber website.

Certifications:

Criterion Referenced Instruction | Building Better Job Aids

Programs:

Articulate Storyline | Articulate Rise | Captivate | Adobe Suite | Miro | WordPress | SharePoint | Camtasia | Vyond | Audacity | Microsoft Office Suite | Survey Monkey | Web 2.0 Tools

Other Skills:

Innovation | Collaboration | Learning Gap Identification | Needs Analysis | Instructional Design Standards | Detail Oriented | Project Management | Technical Writing | Event Planning | Customer Service | Organization | Teamwork | Time Management | High Technology Aptitude | Public Speaking | Project Planning | Social Media | Data Entry | Website Creation & Maintenance | Typing | Teaching | Leadership | Compassion | Creativity | Initiative | Confidentiality | Adherence

Volunteer Work:

Kid's Food Basket

Decorating bags used to provide meals to children and add a touch of love to their day. Assisting at their farm to pick produce and tend the gardens so they can provide farm-to-table meals for children and families in our communities.

Vice President of Danish Festival, Inc.

Attended the monthly meetings to plan the four days of events that occur annually on the third full weekend in August. Discussing the budget, events, entertainment, reports, new ideas, progress, etc. Served as Vice-President of the board for two years.

Parade Director of Danish Festival, Inc.

Oversaw and solicited vendors for music, design, and entertainment. Marketed my vision for themed floats to gain sponsorship money that funded their creation. Led a team of creators to build two parade floats annually for five years. Organized parade applications and communications to applicants and the media. Strategically developed the parade line-up and prepared the four staging locations. Collaborated with public safety to ensure a smooth and safe parade route by identifying needs and high-risk locations. Served as director for seven years.

Frederik Meijer Gardens

Volunteered for the Foremost Butterflies, Concert Series, Christmas Around the World, and other events.

Spectrum Health United Memorial Young Professionals Committee

Attended monthly meetings to discuss fundraising ideas, planning events, and executing events to raise money for teddy bears given to every child receiving treatment at the hospital.

Green Acres Retirement Community

Visited Green Acres' residents weekly to socialize and play games, assist with crafts, and run bingo night.

