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Top Skills

Curriculum & Program Design
E-Learning Development
Learning Management Systems

Languages

Spanish/English

Certifications

Corporate Trainer Certified
Six Sigma Lean Yellow Belt
Certified (LYBC)
Responsive Web Design
Create eLearning Courses with
Articulate Storyline 360
Adobe Certified Professional –
Adobe Captivate

Honors-Awards

Brandon Hall Silver Excellence in
Learning 2021

Electronic Technicians
Association Top 10 Certification
Administrator 2014

Catersource Star Service Award
2011-2012

Publications

Coffee, Tea, & Biscotti:
Examining the Marketing
Strategy of a Small Business
Retailer

Learning Management Systems:
What they are, and why you might
want one

DEI: Unconscious Bias in the
Workplace

Alex Shortsleeve

Senior Instructional Designer; MBA CTC
Honolulu, HI

Summary

Proactive and motivational leadership style with a strong emphasis on training and professional development. Career spanning more than 15 years in the Education & Training industries.

Entrepreneurial approach to learning and managing with an emphasis on using technology as an innovative and enhancing tool for continuous improvement.

Experience

Aloha Institute - Freelance
Instructional Design Consultant
February 2022 - Present (1 year 8 months)
Honolulu, HI

- Services offered: eLearning video productions, curriculum and course development, storyboard designs, whiteboard animations, voiceover narrations, live webinar presentations, and LMS reporting, analysis, and administration.
- Advising and recommending best practices in Learning and Development fields to support strategic goals and objectives.

Essex Property Trust
Senior eLearning Specialist
October 2018 - December 2021 (3 years 3 months)
Irvine, CA

- Developed online training resources aligned with strategic objectives, including eLearning tutorials, simulation-based training, videos, webinars, voice-over recordings, whiteboard animations, and job aids.
- Collaborated with subject matter experts and cross-functional teams for training solutions.
- Implemented effective practices in training delivery, such as performance-based learning, gamification, and social and peer learning.

Insight Global

LMS Analyst/Administrator

April 2017 - July 2018 (1 year 4 months)

Greater San Diego Area/Online

- Assisted UCSD & UCI Health with LMS migration and content development.
- Designed curricula, events, sessions, and computer-based training.
- Developed custom reports and tutorials for users and administrators.
- Conducted live online webinar trainings.
- Led project management for onboarding and technology projects.
- Assisted with new hire training in technology applications.

Kaplan International Languages

School Director

January 2016 - April 2017 (1 year 4 months)

San Diego, CA

- Oversaw all school operations and programs, including academics, housing, activities, and administration.
- Provided professional development opportunities for staff and instructors.
- Monitored student satisfaction, staff professionalism, compliance, and enrollment goals.
- Achieved 13 strengths and 0 weaknesses in ACCET reaccreditation review.

Hawaii Medical College

Director of Education

November 2011 - December 2015 (4 year 3 months)

Honolulu, HI

- Expanded LMS use for instructional design and curricula development.
- Managed instructors, staff, and educational programs.
- Responsible for budgeting, program evaluation, curriculum development, and student counseling.

Distance Education Coordinator

- Designed, implemented, and managed online education program.
- Developed user-friendly Moodle LMS.
- Prepared accreditation reports and converted courses to online format.
- Instructed various courses, including customer service and Microsoft Office.

Education

Hawaii Pacific University

MBA, Travel Industry Management · (2007 - 2008)

University of Hawaii at Manoa

BS, Hospitality Management · (2003 - 2006)