

Hannah Lindqvist

Learning and Development Specialist

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SKILLS

Instructional Design

ADDIE LMS

Project Management

Facilitation

Adult Learning Principles

PowerPoint

Microsoft Office

Presentation Skills

Attention to Detail

EDUCATION

Bachelor of Science

05/2020

University of Minnesota

Minneapolis, MN

Human Resource
Development

CERTIFICATES

Kirkpatrick Four Levels Evaluation Certified Bronze Level

Kirkpatrick Partners

06/2024

SUMMARY

Learning and development specialist with 6 years of experience building compliance, onboarding and leadership training in regulated industries. Applies instructional design, ADDIE and adult learning principles to eLearning and live facilitation, and reports impact with Kirkpatrick data that managers can act on.

EXPERIENCE

Learning and Development Specialist

01/2023 - Present

Lakeway Medical Products

Minneapolis, MN

One of 4 L&D specialists supporting 1,800 employees at a medical device manufacturer.

- Build eLearning and instructor-led courses with the ADDIE model, releasing **22** courses in Articulate Storyline since 2023.
- Administer the LMS for 1,800 users, including enrollments, compliance assignments and quarterly completion reports.
- Run project management for a 9-month leadership program, keeping 40 milestones and 6 subject matter experts on schedule.
- Analyze Kirkpatrick Level 1-3 data and manager surveys; 90-day skill application rose from 58% to 74%.

Training and Development Coordinator

08/2020 - 12/2022

Mill City Community Bank

Minneapolis, MN

Training for a 21-branch community bank with 350 employees.

- Developed 14 microlearning modules on BSA/AML and lending policy for 350 branch employees.
- Facilitated monthly virtual onboarding for 25-30 new hires, averaging 4.6 of 5 in post-session surveys.
- Maintained training records and audit files, closing the 2022 compliance exam with no training findings.
- Created PowerPoint and Microsoft Office templates that the 3-person team now uses for every new course.