

Justin K. Rice

Educational Specialist

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Dynamic educational specialist and trainer with nine years of experience designing, developing, delivering, evaluating, and supervising high quality instruction. Proven use of instructional strategies to create highly productive and efficient learning experiences. Experience designing instruction for a corporate setting, one-on-one learning, guided self-study, and eLearning.

Core Competencies

- Asynchronous and Synchronous Training
- Project & Team Management
- Proficient with Emerging Technology
- Interpersonal Skills
- Online Content Management
- Process Design and Optimization
- ADDIE Model
- Curriculum/Program Development
- Progress and Financial Reporting
- Program Promotion
- Technical Writing

Professional Experience

UnitedHealth Group - Logistics Health Inc. Division
Supervisor of Training

La Crosse, Wisconsin
10/2017 to Present

- Manage a training team of 10 in instructional design, training delivery, and training coordination
- Facilitate the training of over 2,500 healthcare professionals across the nation
- Reflectively evaluate and enhance training processes and tools within the organization to meet the needs of a dynamic industry
- Work with subject matter experts to analyze, develop, and improve training materials
- Perform needs analyses to prioritize work and maximize project impact for the organization
- Oversee the hiring, training, and professional development of a diverse team of employees

Trainer and Instructional Designer

11/2016 to 10/2017

- Applied research-based learning strategies to train medical professionals to use custom software and complete exam documentation
- Utilized Articulate Storyline, Camtasia, InDesign, Adobe Creative Cloud, SharePoint, and Microsoft Office to create engaging learning experiences
- Delivered training in person, via webinar, and through electronic training modules
- Served as a content and communications expert on cross-functional teams
- Collected data to analyze training effectiveness and drive training enhancement

Mayo Clinic
Consultant

Rochester, Minnesota
09/2014 to 11/2016

- Instructed application users on how to operate custom developed software in person and remotely using a variety of communication tools such as webinars and training videos
- Developed, shared, stored, and updated technical documentation to ensure quality standards
- Collaborated with project sponsors, business analyst, software developers, and medical personnel to proactively identify performance gaps and offer potential solutions
- Served as a subject matter expert, assisting educational professionals with revisions to existing courseware

Franklin Middle School
Physical & Health Education Teacher and Activities Coordinator

Green Bay, Wisconsin
08/2013 to 06/2014

- Designed instructional lessons that met program goals, educational standards, and the needs of diverse learners
- Utilized technology to develop lessons that fostered learning, collaboration, and positive social interaction
- Created a learning environment that encouraged and embraced diversity
- Served as the Assistant Activities Director, managing program promotion, facilities, inventory, staff, and participants

American International School of Bucharest
Physical Education Teacher & Activities Coordinator

Bucharest, Romania
09/2011 to 06/2013

- Worked collaboratively with other foreign and local individuals to improve the services our organization offered
- Modified and updated the curriculum to reflect international baccalaureate standards and benchmarks
- Composed units and individual lessons to meet curriculum goals, develop skills, foster critical thinking, and encourage positive social development
- Served as the Activities Coordinator, supervising the day to day operations of the program, hiring staff, managing an electronic registration system, serving as an IT administrator for web-based content, and performing staff evaluations
- Prepared and submitted quarterly financial reports for board review

International School of Panama
Physical Education Teacher

Panama City, Panama
08/2009 to 06/2011

- Developed working relationships with individuals from many different nations to complete complex projects
- Utilized a variety of instructional models to infuse organic education, psychomotor education, character education, and intellectual education into the classroom framework
- Reflectively evaluated and modified the curriculum, units, and lessons to meet individual developmental needs



Education

University of Wisconsin-La Crosse
Master of Science: Education (GPA: 4.0)
Bachelor of Science: Education (GPA: 3.57)

09/2003 to 12/2010



Technical Proficiency

Platforms: Windows 7/10, Mac OS X, Internet Explorer/Edge, Chrome, Safari, and Firefox
Applications: Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint, ShareKnoweldge), SnagIt, Google Docs, Articulate Storyline, Level 3 Communications, HyperSnap, Skype for Business, WebEx, Adobe Photoshop, InDesign, Camtasia, and GradeQuick