

SHOIRA KHIDIROVA

- **LEARNING & DEVELOPMENT SPECIALIST**
- **E-LEARNING EXPERT**
- **LEARNING EXPERIENCE DESIGNER**

PERSONAL PROFILE

I am an experienced L&D specialist looking for a full-time position in the field of IT and education where I can apply my skills and deliver noticeable results. Having some experience in marketing and sales, I also promote learning culture in a company starting with the audit by defining the pain points from onboarding, on-the-job development, retention till employee's exit

CAREER EXPERTISE

- Andragogy: adult education
 - Engagement with C-level
 - Project management
- Onboarding & On-the-Job trainings
- Strong communication skills
 - Micro-learning expert
 - Team player
- Facilitator/ Researcher

CONTACT DETAILS

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PROFESSIONAL HISTORY

Learning & Development Specialist

Red Points (June 2021 - currently working)

- Made the audit to define needs and learning culture level in the company
- Built the knowledge sharing system starting with choosing the proper LMS, general methodology and finishing with working with experts on content forming and producing
- Partnered closely with x-functional leaders
- Oversaw and contributed to onboarding process: general and internal (by department) using ADDIE methodology

Learning experience designer

Red Points (february 2021 - may 2021)

- Defined with UX specialist the user experience on company's main product based on the consumer behaviour investigation
- Created e-learning courses and integrated pop-ups into customer journey map
- Facilitated workshops across different levels, teams and clients
- Prepared reports for the project managers

E-learning Consultant

Freelance/ Svitlo.Education (2018 - 2020)

- Guided process/policy improvements
- Drove, designed and delivered multi-cultural learning to IT companies
- Measured learning impact and iterated as needed

Product Manager in EdTech

Ampli/ FazaRosta (2014-2017)

- Managed educational projects from start to end that lasted from 6 to 15 months
- Assisted in contacting clients, program verification with experts and TA interviews
- Created more than 30 learning programs for teenagers and 5 learning programs for parents
- Managed the process of scaling and team settling up
- Managed in-house sales team of 5 sales managers
- Implemented free trials and upsells

ACADEMIC BACKGROUND

Ashford University

Master of Arts in Teaching and Learning, 2020

- Pursued further studies in the field of e-learning
- Made research papers on teaching approaches that are most common for CIS
- DEDU center of adult learning: andragogy course graduate, 2019

Kyiv National Economic University

Bachelor Degree in Management and Human Resources, 2012-2016

- Joined the International Exchange Program in 2014, Erasmus+
- Founded Charity Fund "Hand of Help". We spent time with lonely elderly people and visited and provided them with some food.
- Member of University Team, who organized TEDx in Kyiv.
- Managed AIESEC project, where selected 42 youngsters from 9 countries to teach English to Ukrainian kids.

SPECIAL SKILLS

- Experienced e-learning designer in Articulate 360/ Storyline/ Motimate/ Teachable and others Learning Management Systems
- Proficient user of Google, Excel, Canva, Asana, Basecamp, Figma
- Target Audience Research
- Outstanding Written and Verbal skills in English
- Start-up Mentality: experience wearing different hats
- Methodologies Practitioner
- Native in Ukrainian and Russian, A1 - in Spanish