

Meghan K. Beam

www.meghankbeam.com • meghan@meghankbeam.com • (443) 632 6781 • [LinkedIn](#)

ACCOMPLISHED LEARNING AND DEVELOPMENT PROFESSIONAL

Instructional Designer | Facilitator

Dedicated Professional Educator with **20+ years of experience** in Curriculum Design, Learner Success, and Virtual Learning. Also gained valuable transferable skills in **Project Management, Customer Success, Learning and Development, and Relationship Building** which led to the strengthening of operations & growth. Empathetic listener, self-propelled expert relationship builder who is dependable, supportive, and highly motivated in identifying innovation opportunities, improving procedures for greater efficiency, promoting communication, and driving results. Actively seeking Learning and Development roles where the below competencies will accomplish success for your organization.

CORE COMPETENCIES

- ADDIE Learning Framework
- Strategic Planning and Execution
- Customer Experience
- Team Training & Management
- LMS
- Program Development
- MS Office, Google, SAAS
- Process Improvements
- Articulate, Storyline, Canva
- Relationship Management
- Interactive Learning
- Collaborative Problem Solving

PROFESSIONAL EXPERIENCE

Baltimore County Public Schools

Educator and Instruction Specialist • 2003 - Present

- Facilitate daily training for more than 50 employees using a conceptualized and written curriculum for both in-person and online learning.
- Program management through the creation and implementation of 2-3 projects each for 95 people a day for 180 days.
- Incorporate 50 individualized methods of instructional design daily to encourage a foundation for learning, engaging participation, and motivation to seek more information.
- Support employee understanding, providing information, and reviewing expectations as a team for quality assurance.
- Collaborate with colleagues to develop, present, and implement employee engagement and staff development programs.
- Maintain database and integrity of confidential records for 50+ employees.
- Review and analyze data to improve the quality of instructional programs to increase ROI.
- Implemented mentorship for 20 new hires and interns, relay company policies, and provide training.
- Member of leadership advisory to discuss and disseminate company expectations with the team.

Baltimore City Community College

Training Coordinator • 2000 - 2002

- Full cycle recruitment of 15 employees.
- Collaborated with Human Resource Specialist to share contract offers with 15 new hires and validated completion of documents.
- Collect and verify the legitimacy of certifications for 35 candidates
- Scheduled 30 courses and shared the calendar with staff and students
- Negotiate wages for 10 candidates.

Adams and Associates

Human Resources Assistant • 1998 - 2000

- Maintained confidential personnel records for 100+ employees.
- Enrolled 30 new hires in benefit choices and ensured accuracy of benefits enrollment with insurance companies
- Collected tax information, received and verified documents for certifications, and completed new hire onboarding

Learning
Modality
Management

Training &
Development

LMS Proficient

Liaison &
Coordination

EDUCATION:

Notre Dame of Maryland University | Master of Education Leadership in Teaching STEM Education

Goucher College | Master of Arts in Teaching Elementary Education

Towson University | Bachelor of Arts Communication Studies; Women Studies