



SOMNATH DUTTA

CONTENT DEVELOPER/ INSTRUCTIONAL DESIGNER

CALL ME

+91 (904) 105-9041

PERSONAL

Name Somnath Dutta
BirthDay 03rd Dec 1982
Relationship Single
Nationality Indian
Born Allahabad, INDIA
Languages English, Hindi

CONTACT

Mobile +91 (904) 105-9041
Home +91 (750) 866-2880
Email mycv@thesomnathdutta.com
Skype somnath.dutta
Address **Flat No. 648**
 Panchkula Heights
 Peer Muchalla, Zirakpur
 Punjab, IN 140603

WORK

Total Experience 13+ years
Currently Content Developer

EDUCATION

Post Graduate PGDM (2009)
Degree BTech (Mechanical) (2005)

ADOBE

AUTHORING TOOLS

Adobe Captivate 8

Adobe Premiere Pro (CS6)

Adobe Photoshop (CS6)

Adobe Illustrator (CS6)

Adobe InDesign (CS6)

Adobe After Effects (CS6)

SPECIALITIES

1. Experience in utilizing effective needs analysis, program design, course development, evaluation process (ADDIE).
2. Deliver workshops on teaching through technology via virtual and face-to-face workshops.
3. Assisting Subject Matter Experts in the use of Workforce Performance Builder from SAP, Ancile UPerform and video screen-casting tools.
4. Blended training experience (classroom, online, and print-based learning solutions).
5. Storyboarding and Script Writing.
6. Multimedia Production using Adobe Suite.
7. Knowledge of SCORM/AICC Standards.

PROFESSIONAL

- 2014** ● **Content Developer**
Oceaneering International Inc.
Chandigarh, INDIA
- 2013** ● **LMS Team Lead**
Oceaneering International Inc.
Chandigarh, INDIA
- 2011** ● **LMS Administrator**
Oceaneering International Inc.
Chandigarh, INDIA
- 2009** ● **LMS Administrator**
NIS Sparta, Reliance-ADA Group
New Delhi, INDIA
- 2009** ● **Verification Specialist**
AuthBridge Research Services
Gurgaon, INDIA

ACCOMPLISHMENTS

- Went to the U.S. for attending the 3 Day In-house Instructional Design Workshop.
- Went to the U.S. on a 6 month Project for creating new employee trainings during Peoplesoft 9.2 Upgrade.
- Holds an current L1 US Visa till Dec, 2016.
- Successful migration of the new Authoring tool for OIL.

ABOUT ME

To obtain a position as an e-Learning content and multimedia developer of computer-based training, virtual training, e-learning, distance learning and blended environments, which will allow me to use my experience in developing eLearning curricula and courses, working with content experts to develop effective content and course designs, providing artistic direction, editing course content, reviewing and evaluating course content, assisting with embedding and formatting learning objects, and providing quality assurance testing to help meet your online course goals.

INTERESTS

- Photography.
- Listening to music.
- PC and Console Games.
- International Travel.

LMS ENVIRONMENTS

- MOODLE
- LEARNSHARE
- SUMTOTAL
- WORDPRESS LMS

AUTHORING TOOLS

- WPB BY SAP
- STORYLINE
- LECTORA INSPIRE
- ADOBE CAPTIVATE

REFERENCES

- **Tammy Holsey**
IT Training Consultant at Learnshare LLC
Cypress, TX 77429
T: +1 (832) 5452747
E: tholsey2009@gmail.com
- **Abhimanyu Dawar**
Senior Manager at Walmart
Gurgaon, India 122002
T: +91 (989) 102-7977



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INSTRUCTIONAL DESIGNER

PROFILE

39-year old Content Developer from Chandigarh with 13+ years of work experience in Instructional Design, Multimedia & Content Developer and E-learning Specialist.

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SKILLS

CAPTIVATE



PHOTOSHOP



INDESIGN



ANIMATE



PREMIERE PRO



ILLUSTRATOR



WORK EXPERIENCE

INSTRUCTIONAL DESIGNER / CONTENT DEVELOPER @ OCEANEERING INTERNATIONAL INC.

October 2014 - Present

Although, the journey started with developing content for only the IT group. Eventually, the position evolved into a Instructional Designer developing e-Learning courses for all departments/groups in-house within the company. The T&D group follows the rapid prototyping model to develop most of the courses for the employees as the company has adopted the LEAN approach of growth to sustain the competitive markets and remain affordable for the clients.

Essential Duties and Responsibilities:

- Developing project plans; Coordinating the projects with the SME's; Communicating changes and progress to clients; meeting project deadlines; Manage project team activities.
- Responsible for developing and maintaining content for all e-Learning modules across departments.
- Responsible for developing, testing & publishing of all e-learning modules and also maintaining and updating them overtime as per the industry requirements.
- Responsible for quality control, revision control and backup management for all trainings developed by the group.
- Responsible for handling any content related issues for older published courses, while are brought to us by the support ticketing system.
- Responsible for training new hires within the group regarding our approach to design and develop new courses for various groups/departments adhering to our process and guidelines.
- Responsible for editing audio-video and images/graphics for many courses which are part of the blended learning courses. Additionally, creating infographics for the content is also an integral part of the course design process.
- Designs, develops and implements blended training solutions to meet defined needs.
- Delivers assignments within project milestones and overall timelines.
- Estimates project scope, timelines, resource requirements and constraints/risk for each project.
- Develops and conducts evaluation of training to ensure effectiveness; recommends inventive methods for sustained learning and continuous improvement of training design, development and delivery.
- Creates or modifies pre and post assessments.
- Develop in accordance with standards for user experience workflows, scenarios, storyboards, wireframes, rapid prototypes, integrations, and final products.
- Document work within the application.
- Support delivery of an excellent user experience with a quality product.
- Be a technical expert in integration and user experience.

LMS TEAM LEAD @ OCEANEERING INTERNATIONAL INC.

October 2013 - October 2014

Essential Duties and Responsibilities:

- Researching and troubleshooting user problems related to LMS system.
- Keeping track of new client/user developments from competing LMS systems.
- Upload and maintain courses in the LMS.
- Working with IT to cooperatively plan and coordinate system upgrades.
- Providing technical support (user interface questions/enhancement requests/system bugs).
- Coordinate the planning and production of courses and content materials to be implemented with the LMS.
- Develop and encourage usage and best practices.
- Assist in developing policies and procedures for all changes made to the system and any integrated systems.



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WORK EXPERIENCE

- Maintaining, developing and troubleshooting the LMS and continually improving support for end users.
- Perform Training Coordinator functionalities within the LMS which includes the creation, modifying and retiring of learning activities, batch registrations and assignment of learning activities.
- Customize LMS within the limits of the system to meet each OII business needs. Ensure training compliance of all personal by providing training compliance reports to managers.
- Perform annual training needs analysis within regional units to identify annual training programs as per regulatory requirements.
- Collaborated with managers and subject matter experts to develop, maintain and support unit specific Curricula.
- Provides system training to enable learners, managers, and personnel in specialty roles to apply the capabilities of the LMS in support of their individual and business needs.
- Facilitate training sessions by providing details to applicable staff members, assisting instructor in the preparing and compiling of training materials, setup of venues and documentation of training via the LMS.
- Designed email templates (announcements, reminders) for communications to the unit.
- Assists in development of global training initiatives, by working with managers and unit heads.

LMS ADMINISTRATOR @ OCEANEERING INTERNATIONAL

March 2011 - September 2013

The Learning Management System (LMS) Administrator administers, maintains, and supports OII's Learning Management System (LMS), making sure it is properly configured and supported at all times, and overseeing input of all content into the LMS.

Perform tasks associated with supporting users, maintaining the LMS configuration and user interface, and monitoring system usage and functionality. Develop and issue reports based on department and business needs.

Work closely with instructional designers in the testing, publishing, and management of training content. Upload or set up a system for uploading assessments, evaluations, and content to the LMS.

Help create, manage, and enforce LMS system standards, policies, and procedures.

Participate in the evaluation of system capabilities in relation to business requirements. Provide support for system development and implementation during system changes and upgrades.

Essential Duties and Responsibilities:

- Upload and maintain courses in the LMS.
- Customize LMS within the limits of the system to meet each OII businesses needs.
- Create, modify and delete accounts.
- Monitor online training.
- Provides LMS system assistance to training personnel, learners and instructors.
- Provides system training to enable learners, managers, and personnel in specialty roles to apply the capabilities of the LMS in support of their individual and business needs.
- Constructs training reports to satisfy specific training, business, and audit requirements.
- Researches, proposes, and collaborates suggested processes and LMS system improvements.
- Interface with LMS provider (Learnshare) for issues within the LMS and needed customizations.

LMS ADMINISTRATOR @ NIS Sparta, Reliance-ADA Group

October 2009 - March 2011

Essential Duties and Responsibilities:

- Learning Management System Implementation for Chevrolet Sales India Pvt. Ltd. Dealerships PAN India.
- Review & update website content including Newsflash and Resource Section.



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ILLUSTRATOR



WORK EXPERIENCE

- Managing user/group accounts for CSIPL Dealers PAN India across 200 Dealerships.
- Solving the technical queries regarding the training website.
- Creating contents for LMS including LMS Manual and the dealership training presentations.
- Website testing under Windows environment & reporting Bug logging.
- Find areas for improvement and suggest the same to the management.
- Conduct audits to see if standard processes are followed.
- Training Need Analysis.
- Schedule Sales and Service trainings and training calendar creation for dealerships across India basis the need analysis.
- Meeting the project deadlines at various phases.
- Coordinating with the all vendor regarding trainings conduction and management.
- Provide analytical support to Learning by the development of standard and ad hoc reports.
- Prepare monthly, quarterly, and year end reports on learning.
- Work with offshore team to develop and enhance reporting capabilities.
- Develop a working knowledge of core industry coverage to improve project and service quality.
- Develop awareness of broader industry trends/dynamics.
- Understanding the client's research workflows and objectives.
- Disseminating project information to all stakeholders.

VERIFICATION SPECIALIST @ AuthBridge Research Ser- March 2009 - October 2009

Essential Duties and Responsibilities:

- Ascertain the verification process as per client guidelines.
- Conduct research to check company authenticity.
- Identify and initiate the verification procedure as per the company guidelines.
- Follow-up on call or through Email with the concerned HR Spoc for verification closure.
- Coordinate with the companies in order to update the database with concerned HR contact details.
- Capture specific information received through various HR spocs.
- Conduct primary source verification of specified antecedents.
- Regular updating of internal database.
- Maintaining the MIS on daily basis.

EDUCATION

Post Graduate Programme in Management @ Asia Pacific Institute of Management Studies, New Delhi

July 2007 - June 2009

B.Tech in Mechanical Engineering @ Uttar Pradesh Techni- cal University, Lucknow

July 2000 - July 2005