

ANNETTE LEWIS

Learning and Development Specialist

PROFILE

Accomplished and creative professional with 9 years expertise in learning and development, content creation, training, and project management. Extensive experience developing all aspects of training material and managing an LMS. Excellent team player with strong organizational and analytical skills.

CONTACT

PHONE:
949-922-7912

EMAIL:
Annettelewis2@gmail.com

[LinkedIn Profile](#)

SOFTWARE

Articulate 360 Suite
Camtasia
Canva
Cornerstone LMS
Jira
SharePoint
MS Office Suite

AREAS OF EXPERTISE

Course Design	Video Creation	Training
LMS Administration	Technical Writing	Project Management
eLearning	L&D Theories	Micro Learning

WORK EXPERIENCE

LEARNING AND DEVELOPMENT SPECIALIST / CORPORATE TRAINER

LendUS
July 2012 – May 2022

Collaborated with multiple stakeholders to create coursework, guides, and videos for software rollouts and companywide initiatives. Facilitated learning via webinars and classrooms for new and existing staff. Traveled to key locations across the U.S. and Philippines to onboard new hires and branches. LMS Administrator in charge of new accounts, curriculum creation, reporting, and course uploads.

- Created engaging coursework and testing material for multiple departments using Articulate 360 and Camtasia
- Designed tests and quizzes on multiple platforms to measure potential and existing staff
- Transformed textual learning content to engaging videos, quizzes, and animations, using interactive learning methods
- Created and delivered bi-weekly microlearning videos to upskill employees
- Lead trainer for Salesforce, SimpleNexus, Total Expert, and Blend software platforms

MORTGAGE QUALITY SPECIALIST

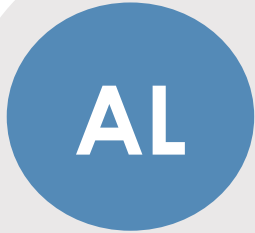
MetLife Home Loans
May 2011 – April 2012

In charge of re-locking, extending and renegotiating loan pricing based on customer requests. Problem solving various loan issues through research and investigation. Audited loans in the Wholesale Department for credit quality and consistency to improve the data integrity of loans.

SR. LOAN PROCESSOR / JUNIOR UNDERWRITER

Bank of America
July 2003 – April 2011

Performed credit analysis for newly originated 1-4 family residential loans. Lead Processor in charge of mentoring and upskilling new team members. Analyzed borrower documentation to determine borrower eligibility and compliance with bank guidelines. Signed off level 1 and 2 conditions such as income, assets, and appraisals.



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WORK EXPERIENCE (CONT.)

Mapping Specialist / Researcher

PIC Technologies – Denver, CO
July 2001 – April 2003

Created and plotted maps and site plans for an environmental consulting firm. Researched, analyzed, and verified data used in the permitting of natural gas pipelines. Assembled and distributed environmental impact reports. Utilized mapping programs to extract data for the preparation of reports.

ACCOMPLISHMENTS

- Received The LendUS 2021 Push Award for Employees who go above and beyond
- Successfully trained and created material for a newly acquired division of over 500 employees
- Onboarded a staff of 30 in the Philippines
- 2007 and 2008 Spirit Medallion award from Bank of America

EDUCATION

University of Dayton

B.S. Business Administration
Major: Marketing Minor: Communications

SKILLS

