

NADINE STOKES

Cincinnati, OH 45215

Cell: (513) 289-5591 | www.linkedin.com/in/nadine-stokes-c55789

INSTRUCTIONAL DESIGNER

Professional Instructional Designer highly adept in creating curricula and programs used for training. Passionate about creating thoughtful and clear learning objectives that work to support business goals.

EDUCATION

MASTER OF SCIENCE ~ INSTRUCTIONAL DESIGN (Graduation - 2022)

INSTRUCTIONAL DESIGN GRADUATE CERTIFICATE – (2021)

FRANKLIN UNIVERSITY

BACHELOR OF ARTS ~ HISTORY - 2018

UNIVERSITY of DELAWARE

Software & Tools: iSpring Suite, iSpring Cam Pro, Camtasia, Articulate Rise 360, Articulate Storyline, Adobe Captivate, Snagit, Moodle, Canvas, SharePoint, SCORM.

Soft Skills – Communication Skills, Collaboration, Critical Thinking, Creative Thinking, Organizational Skills, Decision Making, Time Management, Flexibility, Teamwork.

PROFESSIONAL EXPERIENCE

Apex Life Sciences

Cincinnati, OH

6/2017 – 6/2022

CORPORATE SPECIFICATION ADMINISTRATOR, Kroger General Office

Executed the delivery of primary records for the Quality Information Senior Food Scientists, charged with updating raw material specifications while managing overall responsibility for delivering product specifications to operators and customers.

- Communicated with the Senior Scientist on a daily basis to report project updates.
- Analyzed, retrieved/reviewed data from suppliers using Oracle Agile Product Lifecycle Management, GSM, SCRM, and DRL.

P&G Research & Development

Cincinnati, Ohio

3/2017-5/2017

R&D RECORDS ADMINISTRATOR

Directed the R&D project records for the warehouse manager at a new start-up Procter & Gamble facility, charged with driving the research while creating/maintaining spreadsheets for tracking all accounts payable/receivable, asset forms, and warehouse projects.

- Implemented the coordination of assigned materials management tasks, to include placing vendor orders, inventory control, accepting incoming orders, and returning products as needed.
- Managed the imagine and safekeeping of corporate electronic and hard copy files.
- Communicated with the Project Manager and warehouse associates to ensure deliveries.

Inc. Research, LLC

Cincinnati, OH

9/2015 - 7/2016

REGULATORY RECORDS ADMINISTRATOR

Guided the regulatory records for diverse study trials from start-up to closure, to include partnering in the processing of essential documents for regulatory records projects, ensuring inclusion in the trial master file, and conducting quality checks of post start-up documentation to ensure compliance with ICH/GCP, regulatory, and sponsor requirements.

- Collaborated with project team to maintain up-to-date and completed trial master files throughout each clinical trial, while ensuring adherence to tracking guidelines, SOP's, and work instructions.
- Facilitated and inventoried project documents such as trial master file documentation, investigator file documentation, case report forms, data clarification forms, and data management files.

- Analyzed and catalogued the processing, scanning, indexing, routing, and maintenance of files for CRF's, DCF's, and Data Management Documents in accordance with SOP's/WI's.
- Customized requests for site documents, pulled and re-filed site documents, ensured all paperwork was completed upon release from and returned to the document control room.

PatientPoint Network Solutions

Cincinnati, OH

1/2014 - 5/2014

HUMAN RESOURCE ADMINISTRATOR

Developed all aspects of support to the human resources director with areas such as benefits open enrollment, new employee on boarding packets, new hire paperwork/documentation, and other related HR administrative duties to include compiling reports for corporate policies/procedures, and projects for the human resources chief talent officer.

- Made progress on updating/maintaining personnel files in compliance with legal requirements, audited the HR database to ensure accuracy, and scanned/indexed employee benefits into the HR database.
- Initiated the safekeeping and maintenance of employee, corporate, and regulatory electronic/hard copy files.

Blue Cross & Blue Shield of Delaware

Wilmington, DE

1/2005 - 3/2011

PROVIDER SERVICE RECORDS ADMINISTRATOR

Expedited the review, preparation, and submittal of daily game plan operation reports to the VP and managers of operations, while processing and documenting all incoming mail, indexing physician inquiries at a rate of 1600+ documents a week with 100% accuracy.

- Analyzed and managed the archiving processes to ensure the business and legal documents were in compliance with regulatory requirements; created/maintained multiple spreadsheets for daily financial reports.
- Performed the research/documentation of multiple network health and managed care database systems, while ensuring the safekeeping and imaging of all employees and regulatory electronic/hard copy files.
- Assisted with training the Provider Service staff on processing and documenting provider inquiries, reviewing and updating the Customer and Provider Services clients.