Meena Sahal
Instructional Designer

Personal Profile

I am an instructional designer with six years of experience in designing, developing, and delivering effective trainings.

Work Permit: Yes and open to work
Relationship: Married and I'm a mother of a sweet baby girl

My Creations

Ready to see my creative side on the digital canvas? Visit my [ePortfolio](#) (Don't worry, it's prettier than you think).

Languages Known

- **English:** C1
- **French:** A1
- **Hindi:** C1

Contact Information

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Career Summary

Deloitte, Belgium: Sep 2021-Feb 2024

- Designed student workbooks for a government institute
- Developed learning packages on Articulate Rise and Moodle
- Performed quality checks of the student workbooks and learning packages
- Built interactive courses on Rise for an international sports committee
- Performed market research on course authoring tools, LMS, and LCMS like SANA Labs, Totara, EdApp, etc.

Euforea, Belgium: Feb 2021-Aug 2021

- Co-lead the E-Learning department
- Create E-Learning materials for patients and healthcare professionals. It includes pocket guides, videos, web-based trainings, infographics, etc.
- Upload and manage the courses on the LMS platform

Check N Click Learning and Technologies Pvt. Ltd, India: Feb 2020-Feb 2021

- Worked as a Freelance Instructional Designer
- Designed, developed, and edited videos on soft skill topics using Camtasia
- Generated audio files using Speechelo

Tata Consultancy Services, India: Jan 2017-Jan 2020

- Designed and developed trainings for Automobile, Life-science, Manufacturing, Banking and Finance sector
- Created training modules using ADDIE model from scratch
- Worked closely with the SMEs and team mates to ensure the materials flow smoothly
- Respected and followed the timeline of each project without compromising on quality
- Managed to work on multiple projects at the same time
- Received TCS gems thrice as a token of appreciation

Aeronube Technology, India: Sep 2016-Oct 2016

- Evaluated and classified the questions (McGraw Hill Publications) as per Revised Bloom's Taxonomy and Webb's Depth of Knowledge level
- I also reviewed similar task performed by my team members

Kalyanaraman Strategic Management Consultants, India: May 2016-Jul 2016

- Analyzed the content and created learning objectives
- Designed e-learning courses for financial organizations using ADDIE model
- Reviewed web-based trainings

Ocwen Financial Solutions Private Limited, India: Nov 2011-Jul 2014

- Worked as a quality analyst and an acting team leader in the foreclosure team
- Performed quality check on the mortgage loans (HAMP/NON-HAMP) approved/rejected by the underwriting team

Educational Training

Shreemati Nathibai Damodar Thackersey Women's University, India: Master of Arts in Educational Technology: 2014-2016

- Learned various learning concepts such as, the ADDIE model, Bloom's Taxonomy, Gagne's Nine Events of Instruction, Dick and Carey Model of Instructional System Design, Kirkpatrick's Model of Training Evaluation, synchronous and asynchronous learning, online and blended learning, etc.
- Designed storyboards, developed curriculum plans, created session plans, and created a blueprint
- Conducted research, workshop, seminar, and webinar on the following topics:
  - Research - Comparative Study of the Usability of Click vs Scroll. Developed the learning package using eXe and embedded on Moodle
  - Workshop - WizIQ
  - Seminar - Canva
  - Webinar - Screencasting

St. Andrew's College of Arts, Science, and Commerce, India: Bachelor of Mass Media: 2007-2010

- Learned topics like advertising, mass communication, visual communication, etc. Most of the subjects contribute to my existing profile

Technical Skills

Course Authoring:
Elucidat, Articulate Storyline 3, Articulate Rise, Camtasia 2019, eXeLearning, Active Presenter, Smart Builder, Adobe Captivate

Learning Management Systems:
Moodle, WizIQ, Talent LMS, Schoology, Canvas LMS, Docebo, Absorb LMS

Website/Blogging:
Wordpress, eBlogger, Weebly

Other Applications/Tools:
Prezi, Canva, Fresco, Slack, Trello, Audacity, Speechelo, SharePoint, Confluence, Pixton, Bitstrips, Focusky, Moovly, Explaindio, MS Office Applications