



CRISTINA FISCHER

 Adaptive  Organized  Intuitive  Tech-Savvy  Critical Thinker 

I analyze, organize, create and implement programs while incorporating stakeholder and clients needs across organizational divisions. This includes the ability to assess and develop diverse aspects of programs including policy, procedures, records, operating procedures, and other content as it relates to the creation and implementation of the program. It's my passion to weave a cohesive singular thread from policy, to process and training implementation and it's absolutely necessary for strategic alignment of an organization or company's mission.

RELEVANT PROFESSIONAL EXPERIENCE

Owner, [Purposed Design](#) | Topeka, KS | December 2021 – Current

Though I began working as a freelancer in August, I established by business, Purposed Design in December. I work with clients to determine their scope of work as it pertains to the assessment, creation, or implementation of training content and programs. We team up with clients and their stakeholders to provide deliverables that can used to modify, refine, and publish a thorough and complete program. Purposed Design provides assistance from concept to implementation.

- We operate in several programs such as Slack, Asana, Camtasia, and Captivate, Google Docs, Microsoft Suite, Dropbox, ProofHub, and more.
- Create, and submit contractual documents.
- Collaborate with business units and stakeholders to provide program requirement(s) documents, analytical reports, and content for training programs and courses.
- Record audio and video training.
- Create lesson plans, curricula, and other training program documents as requested by clients needs..

Business Project Analyst, Kansas Bureau of Investigation | Topeka, KS | January 2020 – August 2021

Develop business requirements for projects and business units. Participate in project management and life cycles of project management from creating charters to completing and carrying out meetings to see the completion of projects. Write RFP (request for proposals) and coordinate with the State of Kansas to publish and acquire contracts to complete projects.

- Operated in several programs such as Azure, RedMine, FileHold, and SharePoint.
- Create, edit, and publish contractual documents.
- Collaborated with business units and stakeholders to provide requirements documents and matrixes.

- Research and present alternates for projects that solve business needs.
- Published RFP's and project documentation such as charters, requirements documents, and others.

Training Program Manager, Kansas Bureau of Investigation | Topeka, KS May 2017 – January 2020

Oversee the implementation and development of a system that manages interactive, multimedia, and classroom training for the agency and other stakeholders. Manage the Investigations Division's records, including maintaining law enforcement certifications for more than 80 individuals. Measure, analyze, optimize, and improve various processes for staff development training and procedures.

- Utilized several programs such as SMART, Adobe LiveCycle, Adobe Captivate, Lectora, Camtasia, and Snagit.
- Create and edit Training Unit policies and procedures.
- Collaborated with IT and implement a new training tracking database with functional reports for individual employees within the first few days of employment.
- Researched, developed, and implemented updated Field Training Program to include quantifiable staff development proficiencies to better track the success of the program.

Awards:

- Director's Coin – Recognition for commendable work with Academy.
- Director's Commendation – Awarded for outstanding work in creating successful graduation of the largest Academy in agency history, while working to incorporate more than 160 outside agency participants throughout the training process.

Judiciary Committee Assistant, State of Kansas: Senate | Topeka, KS December 2014 – May 2017

Collaborated with stakeholders to plan, schedule, and record hearings in order to develop and finalize legislation and publish the process of development for public record.

- With each year of employment, I received a raise and more responsibility.
- Created a process that allowed me to publish our Committee record before the Senate recessed, being one of the first five to publish the document.

Work Example:

- Senate Judiciary Action Index for 2017:

http://kslegislature.org/li_2018/b2017_18/measures/documents/ctte_s_jud_1_index_2017.pdf

Store Manager, Radio Shack | Tullahoma, TN November 2003 – May 2005

Responsible for day-to-day operations. Maintained staff onboarding, scheduling, and training. Evaluated and when necessary, implemented processes to increased employee performance, sales, and inventory or “shrink”. Worked with regional management to advance store performance and overall company shares.

- Promoted to Store Manager in approximately one year after undergoing training. • Transferred regions, from Kansas to Tennessee, and therefore learned nuances of regional customers.
- Maintained sales quotas during employment.

CERTIFICATIONS

Certified Business Analysis Professional Certification Training (CBAP)
The Project Management Institute; SimpliLearn

Business Analysis
IACET; Universal Class

ITIL 4 Foundation Training
Thought Rock

Cognitive Behavioral Therapy and Counseling
Skill Success

Life Coaching: A Complete Guide
Skill Success

Neuroplasticity: How To Rewire Your Brain
Skill Success

Professional Aromatherapy Course
Skill Success

Project Management Methodology
State of Kansas; Mathis Group

Lean Six Sigma White Belt Certification
Management & Strategy Institute

Adobe Captivate Essential Training
Lynda.com from LinkedIn

The 6 Keys to Effective Succession Planning
SHRM-CP; Pryor

SCORM
Lectora Trivantis

PROGRAMS

I am familiar with programs including but not limited to all Microsoft Suite (Access, Publisher, Project), QuickBooks, Adobe Creative Suite, Thinkific, Doodly, Joomla, Magento, WordPress, Kajabi, Thinkific, Google Classrooms, Wix, Squarespace, and much more.