

# Donna Marie Hryniewicki, DMA, MA

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## SUMMARY

A highly motivated, learner-centric instructional designer who combines expertise in adult learning theory, Section 508 compliance, the ADDIE learning model, facilitation, eLearning, technology, written/oral communication, data analysis, and collaborative problem solving. Able to adapt to changing requirements by quickly acquiring new skills. Highly organized, detail oriented with excellent follow through.

## EXPERIENCE

### Lead Instructional Designer/Lead Facilitator

#### ICF (Full Time)

March 2024 – Present

- Lead instructional designer working with the Environmental Protection Agency (EPA) to develop a training series on energy management for small- and medium-sized manufacturers. Lead facilitator for all sessions, partnering with Strategic Industrial Energy Advisors (SIEAs) to deliver engaging, actionable, and interactive synchronous online sessions, while adapting to the fluid needs of the client. Design and administer online learner surveys and phone surveys to collect information on learner experiences, identifying opportunities to further engage and meet learners' needs. Collaborated with team to launch a Learning Management System (LMS) that assists in learner registration and metric tracking, and allows for a more personalized experience for each learner. Ensure accessibility (Section 508 of the Rehabilitation Act of 1973) compliance for EPA and other projects.

### Instructional Designer/Technical Writer

#### TEKsystems (Contract)

October 2021 – December 2023

- Project lead at 3M designing healthcare software training for the U.S. Department of Veterans Affairs (VA) and the U.S. Department of Defense (DOD). Worked with team of instructional designers, project managers, management, data analysts, Subject Matter Experts (SMEs), and clients on two large concurrent international training projects. Using the ADDIE learning model, developed internal and external interactive Articulate Rise courses. Designed and revised course material templates in collaboration with external business partners. Developed and instituted new quality assurance process for content development team, resulting in increased 508 compliance, increased document branding consistency, and fewer requested reconciliations. Conceived, designed, implemented, synthesized, and reported to management patterns from data collection tool, resulting in the modification of training to address understanding gaps.

#### RevLDesign (Contract)

August 2021 – October 2021

- Created an eLearning course in Canvas using adult learning theory and the ADDIE learning model that combined virtual and synchronous training for a diverse audience. Design focused on interactive activities that produced materials learners could use and reference after course was complete. Focused on 508 compliance, learner engagement, branding consistency, template adherence, and discussion board recommended practices.

#### Association for Talent Development (Contract)

February 2021 – July 2021

- Combined reference documents from disparate sources with newly authored materials to create a 21-hour, 10-module on-demand virtual course. Deliverables included: Design Document, Participant Workbook, Facilitator Guide, PowerPoint slides, and Skills Demonstration Document. Worked with SME and Project Manager on an aggressive timetable.

#### Apex Systems (Contract)

July 2020 – October 2021

- Worked on course standardization, roadmap revision, and Guided Path transition projects for Strategic Education, Inc. (formerly Capella University) in conjunction with three other departments. Collaborated with design team to improve change management process. Supported project by resolving various technology barriers, communicated weekly agendas to SMEs, and managed document versioning.

#### Shenandoah Film Collaborative (Contract)

January 2021 – May 2021

- Created eLearning modules, PowerPoint presentations, and job aids used as part of the onboarding process for new hires. Designed job aids using recommended practices to promote consistency of brand. Collaborated with SMEs to identify key competencies for new positions in organization.

#### Teach Your Thing (Contract)

April 2020 – October 2020

- Worked on a 25-module adult learner digital training for a nonprofit that helped identify mental illness and strategies for defusing charged situations. Focused on design consistency and creating strong alignment between learning objectives and activities by applying adult learning theory and instructional design recommended practices.

### **Educator**

#### Hudson Middle School

August 2018 – June 2020

- Taught 7<sup>th</sup> and 8<sup>th</sup> grade band.
- Designed engaging, interactive activities that allowed for learner choice in demonstration of learning target proficiency.
- Awarded four grants totaling over \$8,000 in a competitive environment, most awarded in a two-year period.
- Created intervention system for students who were not proficient with learning targets, resulting in a 20% increase in proficiency.

#### North Branch Area Middle School

July 2013 – June 2018

- Directed 6<sup>th</sup> – 8<sup>th</sup> grade Concert Band, Jazz Band, and Jazz Combo.
- Designed engaging, interactive activities that allowed for learner choice in demonstration of learning target proficiency.

### **Adjunct Faculty Appointments**

September 2009 – May 2015

Crown College, Century College, Minneapolis Community and Technical College, Saint Cloud State University, Saint John's University/College of Saint Benedict

- Taught flute lessons and studio classes to music majors, minors, and elective students.
- Created weekly metrics for achievement tracking, resulting in increased student achievement and transparency of student progress.

## **EDUCATION**

- Master of Arts in Education, Saint Mary's University of Minnesota, Minneapolis, MN, August 2021
- Graduate Certificate in Instructional Design, University of Wisconsin – Stout, January 2021
- Doctor of Musical Arts (DMA), University of Minnesota, Twin Cities, 2008
- Master of Music (MM), University of Minnesota, Twin Cities, 2003
- Bachelor of Business Administration (BBA), St. Norbert College, De Pere, WI, 2000

## **SKILLS**

Windows, ChromeOS and macOS, Microsoft Office 365 (Word, Excel, PowerPoint, Outlook), Google Suite, Power BI, Adobe Creative Suite, Vyond, Articulate Storyline and Rise, Snagit, Canvas, Blackboard, PlayPosit, Smartsheet, Atlas, SharePoint, WebEx, Slack, Zoom, Audacity, Workday, Asana, the ADDIE learning model, adult learning theory, Section 508 compliance, conflict resolution, digital learning recommended practice, eLearning, assessment and activity design, learner and course needs analysis, organization, diligence, interpersonal skills, achievement-focused, quick study, and time management.