

DEVAN MILLS

Digital Learning Specialist | Learning Technology | Instructional Design | LMS Strategy

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PROFESSIONAL SUMMARY

Digital Learning Specialist and HR technology professional with 3+ years of enterprise learning and development experience and 10+ years of cross-functional business experience. Owns learning technology, LMS governance, digital content development, compliance administration, reporting, and learner experience for an 800+ employee semiconductor manufacturing organization. Combines instructional design, systems thinking, analytics, and multimedia production to turn complex processes into scalable, learner-centered solutions across Manufacturing, Quality, HR, IT, Engineering, and leadership development.

CORE EXPERTISE

- | | | |
|--------------------------------------|---|-------------------------------------|
| ▶ Enterprise LMS Administration | ▶ Digital Learning & Instructional Design | ▶ Learning Analytics & Dashboards |
| ▶ LMS Integrations / SSO / APIs | ▶ Compliance & Certification Governance | ▶ Competency & Curriculum Design |
| ▶ Manufacturing & Technical Training | ▶ Learning UX & Accessibility | ▶ AI-Enabled Multimedia Production |
| ▶ Stakeholder & SME Partnership | ▶ Vendor & Project Management | ▶ HR Technology & Change Enablement |

PROFESSIONAL EXPERIENCE

ROCHESTER ELECTRONICS | Newburyport, MA

Jun 2022 - Present

Digital Learning Specialist | **PROMOTED**

Aug 2026 - Present

- Own enterprise Absorb LMS administration for 800+ employees, including system configuration, automated enrollment rules, user access, certifications, catalogs, learner records, data integrity audits, reporting, and content lifecycle governance.
- Manage learning technology integrations and data synchronization across UKG Ready, Absorb, LinkedIn Learning, and related systems, including SSO/API testing, validation, hierarchy troubleshooting, and vendor/IT issue resolution.
- Build and maintain executive and operational dashboards in Absorb Analyze to surface compliance risk, past-due and upcoming training, learner activity, competency status, completion trends, and manufacturing training requirements.
- Lead end-to-end digital learning development from needs analysis and storyboarding through production, QA, launch, and measurement using Storyline 360, Rise 360, Vyond, WellSaid Labs, Adobe Premiere Pro, After Effects, and Canva.
- Partner with Manufacturing, Quality, HR, Engineering, IT, and business leaders to design role-based learning, competency frameworks, onboarding journeys, and compliance solutions aligned to operational needs.
- Administer enterprise compliance learning programs, including assignments, due-date logic, recurrence, certifications, escalation communications, gap analysis, and completion monitoring.
- Improve learner and administrator experience through LMS dashboard redesigns, curated catalogs, LinkedIn Learning campaigns, standards, workflows, documentation, and continuous process improvements.

Learning & Development Associate

Jul 2023 - Aug 2026

- Designed and launched 30+ digital, blended, and instructor-led programs across Manufacturing, Quality, HR, IT Security, Engineering, onboarding, leadership, and regulatory/compliance topics.
- Built technical and systems training for UKG Ready, ETQ Reliance CAPA/SCAR and nonconformance workflows, CAMSTAR MES, Epicor, Salesforce, export controls, cybersecurity, quality systems, performance and merit processes, and artificial intelligence.
- Developed tiered manufacturing onboarding, competency-based learning paths, recurring certification logic, and role-specific training matrices to clarify required learning by audience, role, and tenure.
- Created interactive SCORM/xAPI learning in Storyline and Rise with assessments, knowledge checks, job aids, and multimedia, applying WCAG and UDL practices to improve accessibility and learner usability.
- Established recurring reporting and communication workflows for past-due and upcoming required training, partnering with managers and HR Business Partners to identify gaps and support timely completion.
- Supported day-to-day LMS operations including user administration, course assignments, question banks, instructor-led sessions, version maintenance, SSO, troubleshooting, and learner/manager support.
- Managed LinkedIn Learning SSO and engagement initiatives, curated learning campaigns, and coordinated vendor support to maintain access and increase platform awareness.

PROFESSIONAL EXPERIENCE | CONTINUED

ROCHESTER ELECTRONICS | Newburyport, MA

Talent Acquisition Associate

Jun 2022 - Jul 2023

- Led end-to-end implementation and organization-wide rollout of ADP Recruitment Management, migrating from Cornerstone ATS through configuration, data migration, stakeholder coordination, UAT, training, and launch.
- Designed instructor-led manager and employee training, SOPs, and process documentation for recruiting workflows and HR systems where standardized resources did not previously exist.
- Developed recruiter and hiring manager training that reduced time-to-hire by 40% and increased applicant quality by 60%, while creating brand-consistent recruitment marketing collateral for talent campaigns.

ENTREPRENEURIAL EXPERIENCE

Founder & Creative Director

May 2025 - Present

Devan's Designs, LLC • Derry, NH

- Deliver web development, visual design, and brand strategy engagements from discovery through launch, managing requirements, client communication, vendors, QA, and final delivery.
- Build responsive HTML5/CSS3 solutions, modular design systems, and accessible multimedia experiences; use GA4, SEO, and conversion tracking to inform content and UX decisions.
- Produce brand-aligned digital assets across web, social, print, and multimedia channels while maintaining visual consistency and accessibility standards.

ADDITIONAL EXPERIENCE

Customer Service Specialist

Aug 2021 - Jan 2022

Lincare, Inc. • Rochester, NH

Managed 35-45 daily patient interactions, coordinated with hospitals and insurers, and trained staff on products, communication, and procedures.

Account Manager - B2B Business Development

Nov 2018 - Jan 2021

Northeast Color • Dover, NH

Managed 55+ franchise accounts nationwide representing \$2M+ in annual revenue and translated client requirements into cross-functional project plans.

Visa Processing Specialist

Mar 2015 - Oct 2018

U.S. Department of State - National Visa Center • Portsmouth, NH

Processed high-volume immigration documentation in a compliance-driven federal environment; held a Secret Security Clearance during this role.

Project Manager

May 2014 - Feb 2015

Audio Visual Concepts, Inc. • Salem, NH

Managed AV installation projects end-to-end, coordinating clients, vendors, requirements, schedules, and installation teams for on-time, on-budget delivery.

EDUCATION & CERTIFICATIONS

Instructional Design Certificate | University of New England Online | 2026

LMS System Administrator - Absorb Certified Professional | Absorb | Mar 2026

Adobe Analytics Foundations | Adobe Digital Experience Certification Program | Mar 2026

Advanced Practitioner Configuration, ADP Workforce Manager | ADP | Aug 2022

General Studies Coursework | Northern Essex Community College, Haverhill, MA | 2015 | Coursework toward Associate in Arts

TOOLS & PLATFORMS

Learning & Authoring: Absorb LMS, Absorb Analyze, LinkedIn Learning, Articulate Storyline 360, Rise 360, Vyond, WellSaid Labs

Creative & Media: Adobe Premiere Pro, After Effects, Adobe Creative Cloud, Canva

HR & Enterprise Systems: UKG Ready, ADP, Salesforce, ETQ Reliance, CAMSTAR MES, Epicor, SharePoint

Standards & Development: SCORM, xAPI, WCAG, UDL, HTML5, CSS3, JavaScript, REST APIs

Analytics & Productivity: Microsoft Excel, PowerPoint, Word, Teams, GA4, Google Workspace, Notion