

# Kawstov Singh

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## Instructional Design • Content/ Curriculum Development • Training & Development

### PROFILE

- **7+ years of experience** in instructional designing (WBT/ Blended Training), creating sound storyboards and producing quality e learning content.
- **Managing the end-to-end production process** from past 5+ years.
- **Managing training and development** of the production team, from past 5+ years
- **Experience in technical content writing,**
- **Experience in course implementation on LMS** (Moodle), xAPI and SCORM reporting process.

### WORK-EX

#### May 2017 – Present

#### Current Designation:

Lead Instructional Designer at Hornbill FX Pvt. Ltd.

My Key Responsibilities include-

- **Review and mentor team's** work and progress
- **Create and maintain standards** for production
- **Create and maintain timelines** for projects
- **Find new and innovative ways** to improve instructional design, and user engagement
- **Research on new tools** and incorporate relevant tools in production
- **Keep the team up-to-date** with latest tools and techniques
- **Use latest production techniques** to create quality training material

### INTEREST

**Exploring new applications** and **evaluating their usage** to improve productivity

**Blogging** about tips and tricks that I gather around my work ([blog.kawstov.com](http://blog.kawstov.com)).

### PERSONAL

#### Date of Birth

12 Nov 1985

#### Language Proficiency

Hindi, English, Bengali  
[Read, Write and Speak for all]

#### Marital Status

Married

### EDUCATION

#### MBA Finance [Major]+ IT

IBS Kolkata, 2010

GPA: 7.1

#### B.Sc. Applied Sciences

University of Allahabad

60%

#### BCA [Only till 2<sup>nd</sup> Year]

IGNOU

#### 10+2

ISC Board,

Holy Cross School, Ballia

74%

#### 10

ICSE Board,

Holy Cross School, Ballia

85%

### TECHNICAL SKILLS

#### E-learning Tools

Articulate Studio

Articulate Storyline

Ispring

Adobe Captivate

#### Video Editing Tools

Sony Vegas

BB Flashback

Camtasia

#### Audio Editing Tools

Adobe Audition

Audacity

#### Graphic Designing Tools

Photoshop

#### Desktop Applications

MS Word

MS PowerPoint

MS Excel

Sparkol Videoscribe

#### Working knowledge of

JavaScript, HTML and PHP

**PRIMARY ACTIVITIES:**

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**Production:**

- Having a face to face discussion with stakeholders to analyse their needs and propose an appropriate learning solution.
- Finalising the learning objective that would attain optimum learning benefit.
- Creating theme, learning objectives, treatment approach, basis content and target audience.
- Creating sound storyboards from ID/ IS perspective.
- Producing the screens once the storyboard is approved by the SME.
- Creating audio script and incorporating audio, basis the screens produced.
- Creating and managing timelines for projects, and meeting them consistently.
- Reviewing the work (storyboard/ screens) of the production team, and streamlining it to meet the final objective(s).

**Training:**

**Basic level training** to new members in the team, to ensure that they –

- Understand the production process.
- Understand basic learning principles.
- Are ready for production.

**Advanced level training** to existing members, to ensure

- The production standards are maintained.
- New tricks/ techniques are incorporated to increase the production quality/ efficiency.

**ADDITIONAL RESPONSIBILITIES:**

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**Production:**

- Consistently work in R&D mode to introduce new tools (Authoring tools/ video tools etc.) which will help in increasing the quality/ efficiency of the production.
- Take initiatives to keep the production technology current, and innovative (mobile compatibility, using JavaScript and PHP to create engaging learning).
- Adding mobile compatibility to our current courses.
- Adding video capabilities in various ways (screen-casts/ video-infographics etc.) to provide engaging learning.