

D/P

Daniel Picard



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LINKEDIN

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PROFILE

A skilled editor, content developer, and instructional designer with extensive experience in professional development training and business publishing. Comprehensive writing, developmental editing, copyediting, art direction, and project supervision experience. Strong organizational, communication, and decision-making abilities. Demonstrated talent for prioritizing and managing activities and resources.

EXPERIENCE

MindEdge, Inc. • Waltham, MA • *A provider of online training and courseware for corporations, associations, and colleges.*

www.mindedge.com and www.pmskills.com

EDITORIAL DIRECTOR, PM SKILLS, 2020–PRESENT

MANAGER, QUALITY IMPROVEMENT PROGRAMS, 2015–2020

BUSINESS CONTENT DEVELOPER, 2011–2015

- Employed extensive business and project management knowledge in the development and design of online course materials and instructor-led modules.
- Constructed learning objectives and outlines for new courses and created focused course-of-study frameworks and talent development curricula for partners and clients.
- Analyzed training needs and customized course components to ensure alignment of employee performance and operational goals.
- Composed and refined instructional text, interactive components, video scripts, and learning assessments for online and blended-learning environments.
- Applied adult learning theories and educational principles to create innovative case studies and experiential learning activities for multiple projects and courses.
- Aligned course content to required external standards and approved appropriate company courses for certification with independent accrediting associations.
- Evaluated existing course offerings and worked with subject matter experts and development teams to successfully evolve and expand course substance and scope.

EXPERIENCE (Continued)

Lean Enterprise Institute • Cambridge, MA • *A research and educational training publisher focused on the dissemination of lean principles and transformational management. www.lean.org*

PROJECT MANAGER/SENIOR EDITOR, 2008–2009

- Instituted new end-to-end product development process that streamlined work flow, resulting in a significant increase in the number of products generated.
- Partnered with executive team to analyze sales data, determine need for new products, and continuously improve existing products.
- Developed new distribution channels and expanded existing channels to include additional products.
- Managed relationships between external production partners and internal departments.
- Supervised product release program, integrating specific promotions and media outreach.

GOAL/QPC • Salem, NH • *A not-for-profit publishing and training organization, best known for its Memory Jogger pocket guides on quality, continuous improvement, and organizational development. www.goalqpc.com*

PROJECT MANAGER, 1999–2008

- Directed all aspects of the print publication process, from manuscript submission to product release.
- Analyzed manuscripts, facilitator guides, and instructor training materials to ensure that they met participants' needs and showed strong commercial potential.
- Reviewed, revised, and restructured content to communicate ideas and concepts succinctly and efficiently.
- Managed ongoing relationships with authors, vendors, reviewers, printers, and other external parties.
- Analyzed risks that could affect projects and implemented appropriate solutions.
- Collaborated with marketing and sales teams to create copy that would draw customers' attention to the features and functions of new products.
- Ensured the accurate dissemination of information and communicated the status of projects to the appropriate stakeholders.
- Prepared and tracked contracts with external resources.
- Coordinated and tracked changes to manuscripts, layouts, and proofs.
- Solicited reviewers for manuscripts and coordinated review panels.
- Created a system and templates for the management of projects.

Eaton Publishing (Informa BioSciences) • Natick, MA • *A publisher of peer-reviewed books and monthly journals for scientific laboratory methods. www.biotechniques.com*

EDITOR, 1997–1999

ASSISTANT EDITOR, 1994–1997

- Managed complete book production process, from copyediting to printing.
- Reviewed copy to detect errors in grammar and mechanics, and marked copy for typesetter, using standard symbols to indicate how type should be set.
- Ensured that manuscripts conformed to publisher's style and editorial policy.
- Conferred with authors regarding changes to manuscripts and incorporated corrections into page proofs, using standard proofreading symbols.
- Acted as a liaison between the publisher and special project sponsors.
- Maintained communication among authors, reviewers, and editorial office.

EDUCATION

Bachelor of Arts • University of New Hampshire, Durham, NH

TRAINING

- **PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION** • Project Management Institute, 2005
- **EDITORIAL STAFF MEMBER, FOURTH EDITION OF A GUIDE TO THE PROJECT MANAGEMENT BODY OF KNOWLEDGE (PMBOK GUIDE)** • Project Management Institute, 2007–2008
- **CERTIFIED SCRUM MASTER (CSM) ACCREDITATION** • Scrum Alliance, 2012
- **FACULTY FACILITATOR** • Excelsior College, 2013–2015
- **CHAIR, SIX SIGMA QUALITY COUNCIL** • MindEdge, Inc., 2015–2022
- **CHAIR, PROJECT MANAGEMENT QUALITY COUNCIL** • MindEdge, Inc., 2015–Present
- **LEAN SIX SIGMA GREEN BELT** • MindEdge, Inc., 2019
- **PM SKILLS CERTIFIED PROFESSIONAL (PMSCP)** • PM Skills, 2022