MATTHEW K. GRUNEWALD

INSTRUCTIONAL DESIGNER

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PROFILE

Creative, outcome-driven instructional designer with 10+ years of experience creating e-learning and instructor-led training courses meeting needs of diverse organizations. Adept in leading end-to-end process from initial design to final delivery. Productive in remote work environments and collaborating with subject matter experts (SMEs) to create content for medical, aviation, technology, military, and education sectors. Effectively apply accessibility and inclusion standards to see projects to completion.

Industries

Education, Government, Military, Aviation, Corporate Training, Technology, Finance, Healthcare, Legal, Manufacturing, Retail, Energy, Nonprofit

Countries Worked In

Czech Republic, South Korea, Japan, Saudi Arabia, Iraq, Afghanistan, China

Service & Outreach

Little Bit Therapeutic Riding, Redmond, WA

Supported a therapeutic riding center for individuals with disabilities by designing an e-learning course for volunteer training. Contributed over 150 hours and received "Volunteer of the Month" recognition in October 2022.

KNOWLEDGE

Models & Theories

ADDIE, SAM, Dick and Carey, ARCS, Merrill's First Principles, Gagne's Nine Events, Bloom's Taxonomy, Rapid Prototyping, Microlearning, Gamification, Cognitive Load Reduction

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PROFESSIONAL EXPERIENCE

Instructional Designer & Content Developer, 2018 to 2025

Apple Inc. (Tata Consultancy Services Inc.), Remote

Managed planning process for learning programs including content ideation, creation, development, and delivery. Edited all courses to meet corporate style, tone, accessibility, and inclusion standards.

- Designed and launched training to help integrate generative AI into workflows.
- Created structured learning paths for digital training.
- Developed global e-learning programs on collaboration tools.
- Ensured all content met Section 508 accessibility compliance standards.
- Led rollout of Slack as the new communication platform for 154,000 employees.
- Worked with SCORM integration in a learning management systems (LMS).
- Designed ILT trainer guides with structured facilitation strategies.
- Created storyboards and interactive training using Captivate and Camtasia.

Instructional Designer, 2016 to 2018

Boeing (Chipton-Ross), The Crowd Training, U.S. Navy (Avatar Partners), Federal Aviation Administration – FAA (DMS), U.S. Department of Defense – DOD (DynCorp International), Multiple Locations

Serve as instructional designer, facilitator, and instructor. Leveraged e-learning best practices to create effective trainings in various fields, meeting budget and deadline expectations. Explored and implemented new delivery methods. Maintained lines of communication with stakeholders throughout engagements.

- Designed effective instructor-led training (ILT) and web-based training (WBT) for proprietary aviation tools, ensuring adherence to instructional standards and compliance with organizational requirements.
- Created gamified e-learning for PMP exam prep, including interactive scenario-based content and knowledge checks using Articulate Storyline. Conducted content audits and ensured alignment with PMBOK® guidelines.
- Led instructional analysis and focus groups for competency-based training in Navy aviation and fleet operations. Evaluated AR/VR and simulation-based learning tools to support modernized, on-demand training.
- Facilitated FAA leadership courses on topics like emotional intelligence, labor relations, and remote management. Updated facilitator guides, designed supporting e-learning modules, and blended learning strategies to improve ROI.
- Developed and instructed aviation courses for pilots and mechanics, including English communication with air traffic control. Designed ILT programs tailored for technical aviation training needs.

Instructional Designer & Project Manager, 2014 to 2016

Centers for Medicare and Medicaid Services (CMS) (TDP LLC), Remote

Collaborated with subject matter experts (SMEs) to create learning materials. Ensured learning solutions met end user and stakeholder needs.

- Converted ILT to WBT and e-learning to support CMS cost-reduction and nationwide training initiatives for RN surveyors and healthcare compliance staff.

Programs, Platforms, & Tools

Articulate Storyline, Articulate Rise, Adobe Creative Suite, Adobe Captivate, Photoshop, Illustrator, Camtasia, Vyond, ChatGPT, Canva, Zoom, Microsoft Teams, Webex, Slack, Trello, Notion, Miro, Wrike, WordPress, Blackboard, Saba, Absorb LMS

Additional Exposure

Asana, Figma, Synthesia, iSpring, Lectora, Moodle, Docebo, TalentLMS, Canvas LMS

Accessibility & Inclusive Design Guidelines

WCAG, Section 508, ADA, Inclusive Design, UDL (Universal Design for Learning)

EDUCATION

Ph.D. - Instructional Design and Technology
With a focus on leveraging innovative methodologies in education
Keiser University, Fort Lauderdale, FL

M.A. - Curriculum Design and Instruction
Specialization in Computer Education and English as a Second Language
University of Phoenix, Phoenix, AZ

B.S. - Philosophy
Critical Thinking and Learning Theories
Florida State University, Tallahassee, FL

Professional Development

- User Experience (UX) Design Certificate – Google
- Project Management Professional (PMP) Certified – PMI #1955824
- International Civil Aviation Organization (ICAO) Language Examiner Certification
- Information Technologies Certificate (Adobe Creative Suite) – Temple University
- Security Measures and Awareness Training (SMART) – DynCorp International

Artificial Intelligence (AI)

Prompting, image generation, simple game and website creation using CSS, JavaScript, and HTML

- Fulfilled client requirement by earning PMP certification and exceeding project expectations.
- Developed SCORM and Section 508-compliant e-learning courses covering the survey protocols and healthcare regulatory frameworks.
- Partnered with registered nurses, clinical SMEs, and regulatory experts to ensure alignment with surveyor standards and healthcare quality improvement goals.

Instructional Systems Designer & Trainer, 2013 to 2014
U.S. Department of Defense (DynCorp International), Afghanistan

Designed and managed high-impact training programs supporting the U.S. Department of Defense's transition to Afghan-led operations, with a focus on aviation.
- Managed knowledge transfer operations to support the transition from U.S. to Afghan-led aviation anti-terrorism programs.
- Developed training programs for aviation mechanics integrating technical concepts and industry terminology.
- Designed curriculum under Northrup Grumman's direction as part of the Counter-Narcoterrorism Global Support (CNGS) team.

Instructional Designer & Project Manager, 2011 to 2013
EF Education First (EF Labs), China

Designed and managed scalable, industry-specific English training programs for global customer service roles across retail, hospitality, maritime, and aviation sectors.

- Designed learning experiences focused on real-world customer interactions.
- Served as a project manager while collaborating with global stakeholders.

Content Developer & Instructor 2007 to 2011
U.S. Department of Defense – DOD (DynCorp International, Iraq), National Institute of Management and Administration (Afghanistan), Qassim University (Saudi Arabia), Anderson Mori & Tomotsune (Japan)

Delivered instruction and training solutions across academic, corporate, and military sectors. Specialized in English for professional purposes.

- Improved and managed train-the-trainer (TTT) programs to meet project needs.
- Led academic modernization initiatives in Saudi Arabia and Afghanistan.
- Developed courses for graduate students preparing for international study.
- Designed and facilitated professional development courses at a Tokyo law firm.

ESL Teacher 2004 to 2006
Delivered adaptive, goal-focused English language instruction across diverse learner groups across Asia.

- Taught English as a Second Language (ESL), Language Training (ELT), and English for Specific Purposes (ESP) to children, adults, and professionals, adapting lessons for casual learners and industry-specific training programs.

Mortgage Consultant 2001 to 2004
Merrill Lynch, Jacksonville, FL
Handled high-volume mortgage transactions for high-net-worth clients.

- Coordinated with real estate agents, mortgage sales professionals, and financial advisors to determine optimal loan amounts, terms, and interest rates tailored to each client's needs.