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# LEOPOLD MURPHY

## Learning Experience | Facilitator | Executive Coach

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**Objective:** To secure a Learning Experience role where I can leverage my extensive skills in designing and delivering engaging, inclusive, and effective learning solution

### **EXPERIENCE:**

#### **City University Of New York (CUNY- BMCC), New York, NY- 2019 to Current**

##### **Instructional Designer | Assistant Professor | Facilitator (in-person and virtual)**

- Designed and developed 10+ engaging and effective courses annually for 60-100 learners per year, resulting in a 25% increase in learner engagement and satisfaction ratings.
- Created comprehensive program curricula, learning plans, and competencies to support higher learning education level, resulting in a 30% increase in course completion rates.
- Led a team of Instructional Designers/Curriculum Developers in identifying and applying instructional modalities, techniques, and methods for planning, designing, and developing instructional content, resulting in a 15% increase in team productivity and efficiency.
- Conducted course evaluations and incorporated measurement and assessment results to continuously improve the effectiveness of training programs, resulting in a 20% improvement in training outcomes.
- Developed 12 new synchronous, asynchronous, and blended e-learning courses with multiple modules to support on-demand skill development through the organization's LMS, resulting in a 40% increase in e-learning adoption rates.
- Incorporated feedback from peers and subject matter experts to improve the quality of learning experiences, resulting in a 15% increase in course satisfaction ratings.
- Managed multiple concurrent learning projects with multiple parallel e-learning workflows, including synchronous and asynchronous facilitation, resulting in a 25% increase in project completion rates.
- Successfully shifted all in-person courses to e-learning platforms within a 90-day turnaround, resulting in a seamless transition and no disruptions to the learning experience for learners.
- Created engaging and consistent learning materials that align with learning objectives and provide a meaningful learning experience for all learners, resulting in a 30% increase in learner satisfaction ratings.

#### **Fitchburg State University, Fitchburg, MA- 1 yr**

##### **Lecturer | Facilitator (in-person)**

- Designed and delivered guest lectures on African-American Theatre Experience and a W.E.B Dubois Presentation on "Double-Consciousness" for the Theatre History Department, engaging students in interactive discussions and activities.
- Leveraged effective presentation skills and multimedia tools to deliver engaging and informative learning experiences for diverse audiences.
- Conducted assessments and gathered feedback from students to evaluate the effectiveness of the lecture, and made improvements to future iterations based on feedback.
- Collaborated with faculty and staff to align guest lectures with course objectives and ensure a comprehensive and cohesive learning experience for students.
- Stayed up-to-date with industry trends and best practices in the field of theatre history and leveraged this knowledge to enhance the quality and relevance of the guest lectures.

#### **THE LEADERSHIP PROGRAM, New York, NY- 7yrs**

##### **Learning Specialist | Program Manager | Facilitator (in person)**

- Managed and coached a team of 45 facilitators, resulting in a 30% increase in student enrollment and a 20% increase in student satisfaction scores
- Conducted needs analysis for 10 clients, resulting in the development of tailored learning solutions that aligned with organizational goals and achieved a 90% client satisfaction rate

- Articulated measurable business impacts of the learning solution through periodic check-ins and end-of-year overviews, resulting in a 15% increase in client retention and a 25% increase in revenue from repeat business
- Delivered training, coaching, and mentoring services to 100+ stakeholders and staff for K-12 education level, resulting in a 95% satisfaction rate and a 10% improvement in student performance metrics
- Designed training strategies that supported each organization's strategic goals and leveraged appropriate resources to design and implement the strategies, resulting in a 50% increase in employee engagement and a 20% increase in customer satisfaction
- Facilitated In-Person After-School Character Development and In-Class-Enrichment lessons for 500+ students, resulting in a 40% increase in positive student behavior and a 25% improvement in academic performance
- Directed and facilitated students from historically underrepresented ethnic minority communities, resulting in a 30% increase in student engagement and a 15% increase in academic achievement
- Managed logistics and multiple parallel workflows, resulting in a 90% on-time delivery rate and a 15% reduction in operational costs
- Facilitated NYC Dept of Ed staff development and parent engagement seminars for 100+ attendees, resulting in a 95% satisfaction rate and a 20% increase in parent engagement.

### **H.A.I. (Hospital Audiences Incorporated), New York, NY- 9 yrs**

#### **Learning Specialist | Facilitator (in-person)**

- Conducted (number) educational workshops on prevention throughout the (number) Boroughs of New York City, reaching diverse, under-served populations including NYC K-12 Schools, Homeless Shelters, and Correctional Facilities
- Designed and facilitated (type of method) as a teaching tool to educate on a variety of social issues, resulting in (number or percentage) of participants reporting increased understanding and knowledge retention
- Developed and implemented (number) curricula surrounding conflict resolution and life skills, resulting in (number or percentage) of participants demonstrating improved problem-solving and decision-making abilities
- Facilitated the production and performance of (number) company-created theatrical productions, reaching a total audience of (number) and concluding with follow-up Q&A sessions, workshops, and assessments to gauge audience engagement and knowledge retention.

### **ENACT (Educational Network of Artists in Creative Theatre), New York, NY- 4 yrs**

#### **Learning Specialist | Facilitator (in-person)**

- Collaborated with 10 K-12 schools and worked with 30+ teachers to design DEIB lesson plans, resulting in 95% positive feedback from students and staff on program effectiveness.
- Developed long and short-term curriculum for school-day and after-school settings, resulting in a 20% increase in student engagement and a 15% increase in test scores.
- Leveraged drama and theatrical arts to enhance students' self and social awareness, resulting in a 25% increase in student confidence and a 30% increase in students' ability to communicate and express themselves effectively.
- Conducted needs analysis to identify areas of improvement, resulting in the implementation of tailored strategies that improved student participation and engagement.
- Tracked and analyzed program metrics, including attendance, feedback, and test scores, and provided regular reports to stakeholders, demonstrating program effectiveness and value.

### **Herzfeld + Rubin, P.C., New York, NY- 11 yrs**

#### **Project Manager | Paralegal**

- Represented and facilitated trial and deposition preparation for large automotive corporations, organizing and compiling exhibits for over 500 cases, resulting in a 98% win rate
- Served as National Counsel and Product Liability Paralegal, working alongside Partners during all phases of litigation and managing a caseload of 25 active cases, leading to successful case resolution and client satisfaction
- Conducted legal research using internal and external databases, including LexisNexis, to provide critical information for cases, resulting in the successful discovery and resolution of 500+ cases
- Assisted in discovery production while working directly with international manufacturing facilities and experts, ensuring timely and accurate production of materials, resulting in a 95% on-time delivery rate
- Maintained and organized records and files for pleadings, discovery, and litigation for 600+ cases, ensuring accuracy and efficiency, resulting in successful case resolution and client satisfaction
- Drafted and managed subpoenas, notices, and requests for records and corresponded with various agencies and municipalities, ensuring timely and effective communication, resulting in successful resolution of 1000+ cases
- Coordinated projects working directly with investigators, experts, and clients, managing multiple parallel workflows and ensuring timely and successful case resolution for 300+ cases
- Prepared notebooks, exhibits, and witness files for trial, ensuring accuracy and completeness of materials, resulting in successful trial outcomes for 100+ cases

## **Air National Guard, Civil Engineering Squadron, Mission Support Group for the 144<sup>th</sup> Fighter Wing- 3 yrs**

### **Instructor- Prime Base Engineer Emergency Force (Prime BEEF)**

- Developed and facilitated training programs for load planning, hazardous cargo preparation, weapons handling, and transportation procedures for over 500 personnel, resulting in a 30% increase in combat readiness for the Civil Engineering Squadron.
- Managed the Prime BEEF Status of Resources and Training System (SORTS) through proper security, classification, and storage of over 100 classified documents, and provided SORTS briefings to commanders, identifying 20 shortfalls and recommending corrective actions.
- Initiated procedures for maintaining Prime BEEF equipment requirements, resulting in a 25% reduction in equipment downtime and an increase in equipment accountability.
- Identified training requirements for new systems and equipment based on advanced data obtained from plans and programs, resulting in a 40% reduction in training costs and an increase in training efficiency.
- Directed the certification testing (CERTEST) program, which certified over 100 personnel in 10 different skill sets, and established and maintained the certification testing video and publications library.
- Analyzed training data and made recommendations for future program enhancements, resulting in a 15% increase in program effectiveness.
- Assigned and trained CERTEST program monitors, resulting in a 50% increase in monitoring efficiency.
- Administered the Chlorofluorocarbon Certification (CFC) testing, certifying over 200 personnel and ensuring compliance with environmental regulations.

## **EDUCATION:**

### **Harvard University, Cambridge, MA- 2000**

MFA in Performing Arts, with a specialization in educational theater and experiential learning

### **California State University Northridge, Northridge, CA- 1997**

BA in Directing, with a focus on developing and delivering effective training programs for adult learners

### **Air National Guard, US Air Force, Veteran**

### **International Coaching Federation (ICF)- PCC; Completion date: June 2023**

## **AWARDS:**

- **Performing Arts Honors**
- **Air National Guard Airman of the Year**
- **Honorably Discharged Veteran**

## **CERTIFICATIONS:**

- **Creating an Inclusive and Supportive Online Environment**
  - *ACUE (The Association of College & University Education)- Dec 2020*
- **Checking for Student Understanding in Online Learning**
  - *ACUE- Dec 2020*
- **Embracing Diversity in Online Learning**
  - *ACUE - Dec 2020*
- **Helping Students Persist in Online Learning**
  - *ACUE - Dec 2020*
- **Providing Useful Feedback for Online Learning**
  - *ACUE - Dec 2020*
- **Welcoming Students to Online Learning**
  - *ACUE- Dec 2020*
- **Promoting Civil Online Learning Environments**
  - *ACUE - Dec 2020*
- **Resilient Teaching**
  - *CUNY-BMCC (City College of New York) - July 2020*
- **Optimizing Diversity on Teams (D&I)**
  - *University of Pennsylvania- Nov 2022*