EMILY OKIE

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PROJECT MANAGER | TRAINING MODERNIZATION & LEARNING TECHNOLOGY

Project manager with more than four years of experience managing training modernization and interactive learning projects. Coordinates instructional designers, developers, quality specialists, and subject matter experts across domestic and international programs. Combines schedule, budget, and requirements management with hands-on courseware, learning platform, and AI-assisted development experience.

CORE CAPABILITIES

Project planning and delivery • Cross-functional coordination • Schedule and budget tracking • Customer communication • Requirements and configuration management • Quality control • Learning technology • Process documentation

SELECTED TECHNOLOGY PROJECT

Unified Offline Courseware Dashboard

In development

- Developing a portable dashboard using ChatGPT and Codex to give schoolhouse students offline access to Operator and Maintenance courseware from a single location.
- Integrating distinct configurations and launch mechanisms, building on dashboards developed for previous contracts. Manually tested both courseware types to verify offline launch and operation.

PROFESSIONAL EXPERIENCE

SOLERS RESEARCH GROUP | Jacksonville, FL

Project Manager - Training Products Modernization

March 2025 - Present

- Co-manage a two-year modernization program with two other project managers, coordinating parallel courseware conversion efforts for Spain, Saudi Arabia, and Norway.
- Coordinate instructional designers, subject matter experts, quality specialists, and customer stakeholders around configuration requirements and delivery schedules.
- Track milestones, budgets, and deliverables; prepare monthly reports and supporting documentation. Support proposals, interviewing, and resource management.

Project Manager / Quality Control Specialist

August 2024 - March 2025

- Supported an 18-month courseware modernization effort for domestic and Royal Australian Navy programs, combining project coordination, quality reviews, and LMS support.
- Reviewed deliverables against SC-24 configuration specifications; supported budgets, schedules, milestones, reporting, documentation, and LMS setup.

PROFESSIONAL EXPERIENCE | CONTINUED

SOLERS RESEARCH GROUP | Jacksonville, FL

Multimedia Specialist - Concurrent Assignment

August 2024 - Present

- Serve as primary graphic artist for U.S. Forestry Service training courseware, translating contractual requirements and customer requests into imagery delivered within schedule and budget requirements.

Project Manager - Courseware Modernization

August 2022 - August 2024

- Led a two-year modernization effort for Greece's MH-60R training courseware, coordinating instructional designers, programmers, multimedia specialists, quality experts, and subject matter experts.
- Managed deliverable schedules, budgets, milestones, customer communication, and monthly reporting while maintaining technical requirements and configuration control.
- Supported proposal development, interviewing, and resource management.

Project Manager - Training Product Development

January 2022 - July 2022

- Managed rapid development and delivery of mobile training products, including simulations, interactive applications, and location-based augmented reality experiences.
- Coordinated deadlines, budgets, customer communication, quality control, and delivery across multiple platforms under tight timelines and security requirements.

Multimedia Specialist / Programmer

February 2021 - January 2022

- Supported large-scale conversion of interactive courseware from Flash to HTML5 and JavaScript; developed production templates, trained teammates, and resolved technical issues.
- Set up a Moodle learning management system and created user guides, processes, and procedural documentation for teams and customers.

Studio / Small Business Manager

Yoga Mix, Inc. | Neptune Beach, FL | June 2019 - February 2021

- Managed daily operations, staffing, scheduling, training, budgeting, purchasing, and customer service.
- Built a virtual studio during COVID-19 closures, trained teachers in remote delivery, and helped hundreds of students transition to online practice.

EDUCATION & PROFESSIONAL DEVELOPMENT

B.A., Graphic Design | Flagler College
Project Management Certification | University of North Florida
Additional certifications: Bootstrap Coding Technology; React Coding Technology
Additional training: Jira

TOOLS & TECHNOLOGY

Microsoft 365 • Moodle • HTML5 / JavaScript • ChatGPT and Codex for AI-assisted development • Claude for résumé drafting and tailoring