RICHARD FRY

Learning & Development Specialist
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HIGHLIGHTS

- Learning and Development professional specializing in employee onboarding, training design, instructional development, and performance support.
- Graduate background in instructional design and technology, connecting adult learning principles with hands-on experience preparing employees for specialized production roles.
- Career spanning national radio programming, with strengths in translating complex workflows into accessible guidance and applying technology to improve operational performance.

PROFESSIONAL EXPERIENCE

BIG SHOES PRODUCTIONS | Producer - Training and Onboarding Nov 2007 - Oct 2025

- Trained 10+ employees and interns through structured onboarding programs, reducing orientation time by 30% and accelerating readiness for production assignments.
- Authored 5+ task-specific standard operating procedures and checklists, reducing onboarding time by 25% through consistent guidance for new hires and returning staff.
- Automated 400+ song records in Microsoft Excel using rotation schedules and conflict alerts, saving an estimated 10+ hours weekly while informing programming decisions.
- Improved production efficiency by 50% with an audio database filtering solution, saving an estimated 13+ hours weekly by simplifying information retrieval.
- Accelerated 5+ concurrent initiatives through resource alignment and coordinated team priorities, shortening project completion time by 20%.
- Orchestrated daily production requirements across 3+ cross-functional teams, maintaining access to asset files and resources needed for national programming delivery.

PREMIERE RADIO NETWORKS | Producer - Onboarding and Operations Jan 2004 - Jul 2007

- Strengthened onboarding consistency by 25% through role-specific instruction for phone screeners and board operators, standardizing preparation for broadcast operations.
- Eliminated 100% of repeat-winner violations within 2 months by developing a Microsoft Access tracking database, reinforcing contest eligibility rules and record accuracy.
- Streamlined prize fulfillment with searchable reporting that replaced manual shipping processes, increasing workflow efficiency by 20%+ and simplifying operational tracking.

EDUCATION

Masters in Instructional Design & Technology
Purdue Global University
Graduate focus: adult learning theory, training design, needs assessment, instructional development, process documentation, and project management.

Bachelor of Arts in Theater
University of Southern California

SKILLS

Learning Methods and Resources: Instructional Design | Employee Onboarding | Performance Support | Job Aids | Procedural Documentation | Process Standardization
Program Operations: Project Coordination | Resource Planning | Workflow Automation | Database Management | Reporting | Content Organization
Productivity: Microsoft Excel | PowerPoint | Access | Word | Google Workspace | Asana | Monday.com | Zoom | Slack | TeamViewer
AI Tools: Adobe Creative Suite | Microsoft Copilot | ChatGPT | Claude | Google Gemini

INTERESTS

Designing AI-assisted websites, including a comprehensive song-scorer for Taylor Swift fans that includes daily games, and tools and guides for a video game called Destiny. Hobby board game teacher, including virtual training sessions during pandemic lockdown.