

# ELODIE CHALMETTE

Santa Clara, CA ● 669-224-9935 ● [elodie.chalmette@gmail.com](mailto:elodie.chalmette@gmail.com) ● [elodiechalmette.me](http://elodiechalmette.me)

---

## SKILLS

---

- Learning & Development
- E-learning (Storyline)
- HRIS – LMS
- Change Management
- Instructional Design
- Talent Management
- MS Office – SharePoint
- English: fluent
- French: native speaker

---

## EXPERIENCE

---

### **Talent Management Specialist** at Pharmacyclics – Sunnyvale, California December 2017 – Present

- LMS Expert responsible for full functionality of the LMS (Skillport) including data entry and integrity, reporting, etc.
- Assistance of the LMS users, creation of marketing and support material for employees and managers
- Talent Management project leader for the integration of the Workday talent assessment module
- Support of the training activity (logistics, organization, communication, welcoming external facilitators, etc.)
- Implementation of the Employee Survey and consult on design and analysis of other survey projects for the business
- People Analytics: Implementation of AbbVie analytical measures and tools, policies and strategies
- Provide instructional design consultation for the design and development of e-learning and virtual classroom solutions
- Partner with Talent Management team, internal stakeholders, and subject matter experts to design, develop, implement, and evaluate L&D programs, materials, job aids, etc. to meet development needs of the organization
- Organization of the New Employee Orientation sessions, welcome of the new hires
- Update of the SharePoint site of the HR department, help the HR department with other projects

### **Talent Management Associate** at Pharmacyclics – Sunnyvale, California March 2017 – November 2017

- Administration of the Learning Management System: management of user accounts, training sessions, attendance, e-learning assignments, notifications, settings of the platform, reporting
- Assistance of the LMS users (employees & managers), creation of tutorials
- Marketing of the LMS to employees (brochures, demos, etc.)
- Support of the training activity (planning, communication, welcoming external facilitators, etc.)
- Primary contact for vendors, colleagues, learners, and employees
- Update of the SharePoint site of the HR department, help the HR department with other projects

### **HRIS Analyst** at Plastic Omnium – Santa Clara, California (remote employee) October 2014 – January 2017

- Administration of the LMS platform for Plastic Omnium Auto Exterior USA, reporting
- Assistance for Managers, Training Leaders and HR Managers
- Follow-up of the LMS and the Auto Exterior University deployment in our new plant in Chattanooga, Tennessee
- Development of new eLearning modules with Articulate Storyline 2 and VideoScribe
- Revamping of existing courses and modules

### **HRIS & Training Development Associate** at Plastic Omnium – Levallois-Perret, Paris area, France January 2013 – September 2014

- Development of the training offer of the Auto Exterior University
- Implementation of processes and internal training tools (skills dictionary, job descriptions, etc.)
- Implementation & administration of a LMS in the company, of the assessment forms in the LMS and standard reports
- Tutoring of LMS users (Training managers), organization of workshops and training sessions, facilitation of the sessions
- Creation and administration of a MS SharePoint 2010 site for the Auto Exterior University
- Development of new eLearning modules (project manager and designer with Articulate Storyline)

---

## EDUCATION

---

**Master's degree in Human Resources Management** – Sup des RH (Paris, France)  
**Dual degree in Law and Philosophy** – Pantheon-Sorbonne University (Paris, France)