

Training and Development Manager

I

ROBERT SMITH

Phone: (123) 456 78 99

Email: info@qwikresume.com

Website: www.qwikresume.com

LinkedIn: linkedin.com/qwikresume

Address: 1737 Marshville Road,
Alabama

Objective

To be a part of the development and delivery of highly effective purposeful staff and management education which aligns with the strategic initiatives of the organization.

Skills

Great Customer Skills, Organizational Skills, Research Skills.

Work Experience

Training and Development Manager I

ABC Corporation - June 2016 – November 2016

- Trained and developed all internal staff at the company level. Managed business to business accounts for all locations.
- Traveled among 5 locations on a weekly basis to ensure all staff was properly trained.
- Aided owner with HR both internally and externally with other companies in the area.
- Conducted business reviews and negotiations with manufacturing companies in the bowling green, franklin, and portland areas.
- Strengthened business negotiations and contracts with new and existing business clients.
- Staffed and trained other staffing consultants on the daily business openings.
- Created and implemented the front office coordinator handbook, which is still in use, for training purposes.

Training And Development Manager

ABC Corporation - 2013 – 2016

- Develop, implement, and monitor training programs within the company.
- Supervise technical training for staff.
- Conduct orientation sessions, create brochures and training materials.
- Develop multimedia visual aids and presentations.
- Create assessments and evaluations.
- Provide company with classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops; provide performance feedback.
- Assist with the development of strategic planning for employed staff..

Education

Masters Business Administration in Entrepenuership/Human Resources - 2014(Colorado Technical University Online - Colorado Springs, CO)

ROBERT SMITH

Training and Development Manager III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Meticulous Human Resource professional, excellent at juggling multiple tasks and working under pressure. Broad industry experience includes Human Resources, Healthcare, and Education.

CORE COMPETENCIES

Reading Comprehension, Instructing, Facilitating.

PROFESSIONAL EXPERIENCE

Training and Development Manager III

ABC Corporation - May 1999 – September 2005

Key Deliverables:

- Directed N816 divisional Harpoon and C4ISR staff with direct reporting to the Department Head.
- Initiated a Training System Management-tracking database to assist with assessment activities, quality control, and performance measures.
- Directed and facilitated N816 division interdisciplinary and interdivisional Process Improvement Program.
- Conducted divisional compliance training and orientation of new employees to the TSM process.
- Organized and participated in peer and intensified bilateral workgroup reviews, program analyses, root cause analyses, and action plans.
- Investigated grievances and resolved conflicts. To address opportunities for process improvements.
- Conducted customer and employee satisfaction surveys.

Training And Development Manager

BLOOMBERG LP - 1994 – 1999

Key Deliverables:

- Developed and manage 14 week department-wide rotational training program, held quarterly for the past 2 years.
- Trained and placed over 100 new hires which have prompted consideration of broader roll out to other offices.
- Conduct company presentations on campus delivering business information to prospective students.
- Conduct studies and surveys to determine the effectiveness, efficiency and impact of talent processes through a variety of assessments to reach conclusions about training needs and gaps; evaluate data that bring succession planning insights and trends to talent discussions with members of senior management.
- Facilitate and train professional development programs and business meetings, including Train-the-Trainer and the Bloomberg GCOM (Global Communications Model).

ROBERT SMITH

Training and Development Manager III

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- Serve as Global Communications Manager and head mentor for 6 product groups within the Fixed Income department.
- Coordinate with product managers to ensure the goals of the program are met, the integrity of the structure is maintained and ensure delivery plans address the business needs that align to the talent development strategy..

EDUCATION

- Bachelor of Science in Workforce Education and Development - 2003(Southern Illinois University - Carbondale, IL)

ROBERT SMITH

Training and Development Manager II

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Healthcare IT consultant with background in the healthcare call center CRM/enterprise EMR industry. Experienced in the provision of training, business analysis and implementation services.

SKILLS

Human Resources, MS-Excel.

WORK EXPERIENCE

Training and Development Manager II

ABC Corporation - 2012 – 2014

- Design, development, implementation, and evaluation of online, face-to-face, and blended training programs for a global audience.
- Assess training needs to drive training initiatives, and identify suitable training solutions for internal and external customers.
- Provide oversight and direction for all training efforts to ensure agency standards.
- Manage the Learning Management System and communicate frequently with various project collaborators and stakeholders.
- Conduct needs assessments, analyze and measure results of training programs.
- Ensure training goals and objectives are met. Hire, train, and supervise certified trainers.
- Lead development of the marketing strategy for promoting agency-sponsored training events.

Training And Development Manager

ABC Corporation - 2007 – 2012

- Sheppard AFB, TX Training and Development Manager Oversaw all aspects of budgeting, planning, and implementation of training and staff development programs.
- Conducted orientation sessions and arranged on-the-job and formal training for new instructors.
- Evaluated instructor performance and effectiveness of training programs; providing recommendations for improvement.
- Conferred with management and conducted surveys to identify training needs based on projected production processes, changes, and other factors.
- Spotlighted Achievements - Directed the activities of 34 operations and training professionals in the design, implementation, and evaluation of training programs.
- Mentored instructor cadre for \$29 billion military training project; graduated 14 international students in 3 career fields--zero accessions.
- Led HQ contractual training team; elevated inspection and data management capability--nine contractors qualified in 2 days..

SCHOLASTICS

- Master of Arts in Industrial/Organizational Psychology - (Western Kentucky University)