

---

## Business Trainer Resume

---

### Job Objective

Seeking Business Trainer's position that will enable me to challenge my skills and talents while making tremendous contributions to company.

---

### Highlights of Qualifications:

- Extensive knowledge and experience with products and business processes for securities and custody services
  - Proficient with all advanced Microsoft applications
  - Strong Influential skills
  - Excellent communication and listening skills
  - Strong matrix management skills
  - Exceptional ability to identify issues and design solutions
  - Strong ability to influence others and use resources effectively within budget limits
  - Excellent ability to project confidence in your delivery of information Awareness
- 

### Professional Experience:

Business Trainer  
CitiGroup, Saginaw, MI  
February 2009 – Present

- Drafted training plans and linked business costs.
- Guided lower level trainers.
- Managed training programs and developed curriculum for products.
- Delivered programs onsite and managed schedules.

Business Trainer  
Rackspace, Saginaw, MI  
September 2005 – January 2009

- Designed, created and analyzed learning reports.
  - Utilized GLMS and pivot tables.
  - Prepared marketing and training materials.
  - Designed and provided training.
  - Attended meetings and preliminary programs.
- 

### Education:

Bachelor's Degree in Business Administration  
Endicott College, Beverly, MA

[Build your Resume Now](#)