
Corporate Trainer Resume

Job Objective

Searching for the opportunity to secure a position as Corporate Trainer with company seeking dependable employee.

Highlights of Qualifications:

- Vast experience in an Information Services environment
 - Wide knowledge of IS protocols and processes
 - Proficient with computer hardware and Microsoft Office
 - Strong superior presentation skills
 - Excellent oral and written communication skills
 - Good attitude, high energy and great team player
 - Exceptional ability to work with little direct supervision
 - Profound ability to support the Company's values, goals and objectives
 - Strong ability to effectively articulate concepts in an easily understandable manner
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Professional Experience:

Corporate Trainer
Adobe Systems Inc, Pittsburgh, PA
February 2009 – Present

- Provided training to business employees in organization.
- Managed and evaluated training needs of business.
- Developed training materials and courses and organized training schedules.
- Delivered knowledge and systems-based training programs.
- Assisted in monitoring requirements of Service Level Agreements.

Corporate Trainer
ACT 1 Personnel Services, Pittsburgh, PA
September 2005 – January 2009

- Evaluated efficiency of training program.
 - Recognized areas of enhancement.
 - Communicated results with Training and Development Leader.
 - Administered several corporate training projects.
 - Designed, developed and managed new training materials and achieved business objectives.
 - Developed, delivered and measured effectiveness of training programs.
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Education:

Bachelor's Degree in Business Management
Hickey College, Saint Louis, MO

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