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## Corporate Trainer Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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#### 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:

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Bachelor's Degree in Business Management

Hickey College, Saint Louis, MO

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