

---

# EMPLOYMENT DEVELOPMENT SPECIALIST RESUME

---

## Summary:

---

A professional who has a keen sense of identifying corporate issues and be able to organize probable solutions; flexible enough to adjust to creating various training modules for different employment levels; a people-oriented with proven skill to establish rapport among target audience; a team player, consulting created programs to concerned department heads.

---

## Professional Experience:

---

Training Officer January 2007 – Present  
Clear-Tone Communications Co, Staten Island, NY

---

## Responsibilities:

---

- Managed all internal training for employees.
- Created training road map for the company in consultation with department heads.
- Spearheaded and organized training modules for managerial and supervisory level.
- Created effective evaluation process for concluded trainings.
- Conferred with Training Supervisor for other drives for inter department and company-wide training initiatives.

Training Assistant May 2004 – December 2006  
Clark Wire and Cable Co Inc, Mundelein, IL

---

## Responsibilities:

---

- Assisted the Training Officer in all training activities and preparation.
- Created a systematic filing and documentation for all training results and evaluation.
- Assisted the Training Officer during employee orientation.
- Documented minutes of the meeting during meetings.
- Responsible for the custody and inventory of company supplies.

Recruitment Officer February 1999 – May 2004  
Claridge Products & Equipment, Inc., Harrison, AR

---

## Responsibilities:

---

- Managed all internal training for employees.
- Created training road map for the company in consultation with department heads.
- Spearheaded and organized training modules for managerial and supervisory level.
- Created effective evaluation process for concluded trainings.
- Conferred with Training Supervisor for other drives for inter department and company-wide training initiatives.

Training Assistant May 2004 – December 2006  
Clark Wire and Cable Co Inc, Mundelein, IL

---

## Education:

---

Masters Degree in HR Studies  
Stanford University, CA, 1999  
Bachelor of Science in Employee Relations  
Stanford University, CA, 1997

---

## Skills:

---

- A people person
  - Excellent communication and presentation skills, both oral and written
  - Has keen training aptitude
  - Well versed to different training processes
  - Proficient in Microsoft Office
  - Strong Presentation skills
-

**Awards and Affiliations:**

---

Association of Personnel Trainers of America, Member  
Dean's Lister, Stanford University, CA, 1999

[Build your Resume Now](#)