
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
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Awards and Affiliations:

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

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