IT Trainer Resume

Job Objective

Seeking long term employment as IT Trainer where I can use my abilities to work with people to good use.

Highlights of Qualifications:

- Vast experience in developing and conducting IT training programs
- Strong computer skills
- Excellent written and verbal communication skills
- Strong presentation skills
- Exceptional ability to provide instruction to all levels of an organization and a wide range of types of users
- Strong ability to work independently

Professional Experience:

IT Trainer
Alltech, Inc., Fremont, CA
February 2009 – Present

- Conducted performance assessments.
- Established training programs as required.
- Assured learning environment and resources.
- Developed and delivered training programs.
- Supported and trained learners on learning technologies usage.
- Evaluated training programs and learning effects.

IT Trainer
Sparta Systems, Inc., Fremont, CA
September 2005 – January 2009

- Delivered training programs to groups and individuals.
- Established training programs and supported new applications.
- Developed on-line training programs.
- Prepared customized documents for enhancement of training programs.
- Developed training curriculum and related materials for IT training courses.
- Scheduled and managed external IT training.

Education:

Bachelor's Degree in Computer Science
William Jewell College, Liberty, MO

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