
Lead Trainer Resume

Job Objective

Looking for employment by securing a position as Lead Trainer with dependable firm in which my experience and skills can be an asset to company.

Highlights of Qualifications:

- Familiarity with LMS systems, e-learning/web-based technologies
 - Strong background in Music, Art and craft, drama and storytelling
 - Ability to develop training manuals and procedures
 - Strong personal computer and business solutions software skills
 - Excellent written and oral communication skills
 - Strong ability to prioritize and meet deadlines
 - Exceptional ability to maintain high level of confidentiality regarding employee information
 - Profound ability and desire to actively pursue learning opportunities
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Professional Experience:

Lead Trainer

CMTES Informatics Ltd., Fort Washington, PA
February 2009 – Present

- Led and run programs for kids and infants.
- Delivered course theory to customers.
- Mentored Target Audience in preparing PPT and Excel sheets.
- Evaluated students' class work and assignments.
- Established and maintained training programs.
- Took part in record maintenance activities.

Lead Trainer

BAE Systems, Fort Washington, PA
September 2005 – January 2009

- Developed and published program's Training chart.
 - Stayed current on program's personnel training records.
 - Collaborated with Lead Management Team and assessed Curriculum process.
 - Took part in design and development meetings.
 - Developed and distributed user guide of applications to consumers.
 - Provided upgrades to all program applications.
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Education:

Bachelor's Degree in Computer Science
Laboure College, Boston, MA

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