
Microsoft Certified Trainer Resume

Job Objective

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

Highlights of Qualifications:

- Profound knowledge of training methods and best practices for user training on application software
 - Extensive knowledge of training techniques on Microsoft technology
 - Excellent verbal and written communication skills and presentation skills
 - Excellent analytical and problem-solving skills
 - Excellent organizational, interpersonal and customer service skills
 - Ability to learn new technology quickly and Strong client service orientation
-

Professional Experience:

Microsoft Certified Trainer
CADD Squad, Wadena, MN
February 2009 – Present

- Conducted Microsoft technical training classes.
 - Planned and applied training on technology upgrades.
 - Worked with MS experts to prepare curriculum.
 - Developed and applied learning solutions to improve business performance.
 - Maintained training material and applications.
 - Recommended improvements needed in programs.
-

Education:

Bachelor's Degree in Computer Applications
Elon University, Elon, NC

[Build your Resume Now](#)