
Microsoft Office Trainer Resume

Job Objective

To obtain Microsoft Office Trainer position with reputable company in search of a skilled and dedicated employee.

Highlights of Qualifications:

- Vast experience of training at universities training centers or on-site at client locations
 - Proficient with Microsoft SharePoint, Microsoft Dynamics CRM, Microsoft SQL, HTML and Adobe Product Suite
 - Working knowledge of Microsoft Office 2007 expertise, including Outlook, Word, Excel and PowerPoint
 - Ability to work collaboratively as part of a team
 - Ability to learn new technology quickly
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Professional Experience:

Microsoft Office Trainer
Prairie inc, Natchitoches, LA
February 2009 – Present

- Updated instructional materials when required.
- Oversaw Microsoft exams and evaluation tests.
- Recorded student progress throughout training period.
- Obtained training manuals and instructions.
- Performed Microsoft Office training classes.
- Conducted sessions on Microsoft Office suite as needed.

Microsoft Office Trainer
Spherebase, Natchitoches, LA
September 2005 – January 2009

- Responded to user requests in individually and through phone.
 - Analyzed and resolved technical issues.
 - Researched on inquiry utilizing available resources.
 - Forwarded non-desktop issues to appropriate MS teams.
 - Provided appropriate status updates to customers.
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Education:

Bachelor's Degree in Information Systems
Wartburg College, Waverly, IA

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