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## Organizational Development Specialist Resume

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### Job Objective

Organizational Development Specialist seeking position with a well-established organization where my experience can be used for the well-being of the company.

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### Highlights of Qualifications:

- Experience in developing management development programs and implementing large scale programs
  - Deep knowledge of Microsoft applications
  - Outstanding knowledge of developing training activities and facilitating in improvement
  - Remarkable ability to communicate with various members of team
  - Exceptional ability to adapt to new applications
  - Amazing communication skills in both oral and written forms
  - Skilled to develop organizational concepts
  - Proficient in analyzing various documents
  - Solid understanding of HR technologies
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### Professional Experience:

Organizational Development Specialist  
Nicor Inc, Bloomsburg, PA  
May 2006 – Present

- Monitored efficient integration of all information into various HR processes.
- Administered efficient working of appraisal process and assisted in improving same.
- Analyzed and selected appropriate automated performance management.
- Assisted various team members in drafting a career path for individual.
- Oversaw effective development of various talent development programs.
- Coordinated with senior management and implemented various strategies.
- Evaluated current programs and recommended changes if required.
- Developed self improvement initiatives according to industry trends.

Organizational Development Specialist  
Fidelis Care New York, Bloomsburg, PA  
March 2003 – April 2006

- Developed interim spreadsheet to track key metrics.
  - Prepared and maintained summary reports.
  - Analyzed all collated trend information.
  - Determined process to initiate in indentifying data points.
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### Education:

Bachelor's Degree in Human Resource  
Metropolitan State University, Saint Paul, MN

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