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## Process Trainer Resume

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### Job Objective

Seeking the opportunity to fill Process Trainer's position with a growing organization.

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### Highlights of Qualifications:

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- Vast experience in using an LCMS and LMS
  - Profound knowledge of metrics needed to measure Training performance
  - Proficient with technology and office automation tools and applications
  - Ability to establish and maintain effective working relationships
  - Ability to work on and prioritize multiple projects
  - Ability to solve problems and identify opportunities
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### Professional Experience:

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Process Trainer  
National Oilwell Varco, Hattiesburg, MS  
February 2009 – Present

- Identified training needs based on gap appraisal processes.
- Developed and prepared process reference materials.
- Recommended program enhancements and modified materials as needed.
- Assured to provide highest standards of service.
- Administered course evaluation.
- Developed and improved technical content and publication material.

Process Trainer  
Global Process Services, Hattiesburg, MS  
September 2005 – January 2009

- Conducted training needs assessments and identified processes.
  - Developed proper instructional strategy.
  - Designed, modified and prepared instructional materials.
  - Modified training programs as needed.
  - Developed and delivered efficient training to industry.
  - Handled voice testing.
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### Education:

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Bachelor's Degree in Enterprise Management  
Arcadia University, Glenside, PA

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