

---

## Process Trainer Resume

---

### Job Objective

---

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

---

### Highlights of Qualifications:

---

- 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
- 

### Professional Experience:

---

#### 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.
- 

### Education:

---

Bachelor's Degree in Enterprise Management

Arcadia University, Glenside, PA

[Build your Resume Now](#)