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## Talent Development Manager Resume

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### Job Objective

Long time Talent Development Manager seeks position with your company where I can work with others who have the same drive and integrity that I would bring to the job.

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### Highlights of Qualifications:

- Remarkable experience with leadership development, organizational development and developing, learning strategies and tactics
  - Wide knowledge of concepts, practices, and procedures within the recruiting and talent management fields
  - Familiarity with virtual learning strategies, approaches, and tools
  - Proficient with HRIS, Genesys Excel and Word
  - Good understanding of federal and state regulations impacting human resource activities
  - Ability to manage, hire, develop, motivate, and direct people
  - Ability to develop and deliver presentations to various audience levels within an organization
  - Ability to manage multiple projects, deadlines and resources to meet goals
  - Ability to assess educators and recommend improvements
  - Outstanding consulting and facilitating skills
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### Professional Experience:

Talent Development Manager  
Caterpillar Inc, Charlotte, NC  
October 2008 – Present

- Coordinated with human resources team and provided expert advice on development processes.
- Recommended ways and developed new talent strategy and processes.
- Managed Peer Learning Group program and ensured its effectiveness in organization.
- Oversaw working of Exploring Leadership program and maintained good relations with external vendors.
- Streamlined all talent data and suggested necessary improvements to talent development programs.

Talent Development Director  
Arkema Inc., Charlotte, NC  
August 2003 – September 2008

- Partnered with Global Talent Management and prepared succession plans and evaluated talent pool.
- Developed and designed strategies to achieve learning goals as created by organization.
- Ensured a cost effective project implementation effectively.
- Determined appropriate L&D strategies to increase business.
- Oversaw training resources and ensured optimization of resources to meet company requirements.
- Managed budgets for projects and forecasted need for future.

Talent Development Consultant  
Cox Communications, Charlotte, NC  
May 1998 – July 2003

- Identified and contracted necessary vendors and resources for project.
  - Coordinated with educational institutions and vendors and provided effective learning programs.
  - Monitored courses and ensured optimal quality of learning experiences.
  - Determined customer needs and developed all programs according to their needs.
  - Assisted teams in measuring implementation of objects and calculated success of each learning program.
  - Evaluated delivery tactics and recommended enhances whenever necessary and made program more effective.
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### Education:

Bachelor's Degree in Human Resources  
Capitol College, Laurel, MD

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