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## Technical Training Manager Resume

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### Job Objective

Searching for work as Technical Training Manager with a company seeking a hard working employee.

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### Highlights of Qualifications:

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- Admirable experience in developing online curriculum, technical courses, strategies and managing training programs
  - Operational knowledge of Windows 2000 configurations
  - Exceptional knowledge of computer applications and software structures
  - Immense ability to explain complex issues to customers
  - Ability to understand diverse training requirements for individual companies
  - Outstanding skills to work and lead a team
  - Skilled to develop and execute all development activities
  - Proficient in Training Management
  - Ability to explain complex concepts to audiences ranging in skill levels
  - Ability to assess training requirements from diverse client companies
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### Professional Experience:

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Technical Training Manager  
Dell, Farmington Hills, MI  
October 2008 – Present

- Coordinated with human resource department, analyzed job requirements and developed respective training programs accordingly.
- Monitored all needs of organization and project, designed training requirements accordingly.
- Assisted various teams and developed training programs that satisfied client needs.
- Developed training strategy and managed implementation and delivery of development and training programs of organization.
- Managed all new employees and performed induction training for understanding working of organization.
- Reviewed progress of employees and assisted managers in estimating programs success with employees.
- Enhanced training programs when required and evaluated it on a regular basis.
- Recommend various –learning techniques in development of training programs.

Technical Training Specialist  
Honeywell, Farmington Hills, MI  
August 2003 – September 2008

- Managed product and technical training to all internal and external customers of organization.
- Developed new online training programs in addition to in house programs.
- Incorporated advices from various experts in fields of marketing and engineering in training process.
- Prepared training programs as per customer requirements.
- Reviewed development programs and recommended changes for enhancing processes.
- Coordinated with Training Manager and provided best standards in all training programs.

Technical Training Coordinator  
Comsys, Farmington Hills, MI  
May 1998 – July 2003

- Organized training programs and ensured problem free training program and provided necessary updates when required.
  - Documented all training programs and maintained records for same.
  - Developed training programs for maintenance staff and ensured presence of employees in program.
  - Led training program as a trainer and improved knowledge by regularly participating in certified courses.
  - Assisted technicians in performing all duties and provided technical expertise to training programs.
  - Reviewed all training requirements and performed troubleshoot on process.
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### Education:

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Bachelor's Degree in Computer Science  
Ozarka College, Melbourne, AR

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