
Training Administrator Resume

Job Objective

A talented Training Administrator with great skills and experience looking for a job in a well known organization.

Highlights of Qualifications:

- Extensive experience of planning, development, execution, and updating of training program
 - Sound knowledge of teaching and learning principles and methodologies
 - Operational knowledge of Microsoft Office Suite, SAP, LMS, and email applications
 - Familiarity with assessment tools and social networking platforms
 - Ability to create and maintain accurate training reports and records
 - Ability to assist with development and editing of audiovisual training aids
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Professional Experience:

Training Administrator
Geo Group, Lechee, AZ
August 2012 – Present

Responsibilities:

- Identified and addressed employee training and certification requirements.
- Developed, managed, and conducted various training programs, as requested.
- Authored and submitted all mandatory training records and reports, on time.
- Created, maintained, and updated all employee-training records, accurately.
- Used learning management system and completed various documentation requests, efficiently.
- Supported and participated in relevant internal and external audits, as needed.

Training Administrator
LexisNexis, Lechee, AZ
May 2009 – July 2012

Responsibilities:

- Determined and responded to all employee training and development requirements.
 - Prepared, implemented, reviewed, and revised various training programs and curricula.
 - Produced, maintained, and provided training records and reports, accurately.
 - Monitored and managed training budget and expenditures, in an efficient manner.
 - Mentored and supervised all assigned subordinate staff members, properly.
 - Attended and participated in training-related meetings and professional seminars.
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Education:

Bachelor's Degree in Business Administration
Ranger College, Ranger, TX

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