

TRAINING ANALYST RESUME

Job Objective:

Obtain a Training Analyst position in a well established firm that offers opportunities for professional growth.

Highlights of Qualifications:

- Ability to evaluate training effectiveness
- Ability to work with minimal guidance in a time critical environment
- Ability to develop, document, and evaluate training program

Professional Experience:

Training Analyst
Booz Allen Hamilton, New York, NY
August 2005 – Present

- Coordinated and implemented approved changes to assure successful outcomes on a department by department basis.
- Monitored and examined key indicators and worked with staff to assure facility goals are consistently met.
- Developed, tracked and reported operational and performance statistics in a timely manner.

Training Analyst
SPARTA, Inc., New York, NY
May 2000 – July 2005

- Assisted with the timely development and revision of training materials, manuals and evaluation materials.
- Maintained and managed detailed records of training programs and participants and generated accurate statistical reports.
- Maintained log of staff errors and conducted retraining as necessary.
- Developed and implemented yearly assessment testing of staff on all applicable systems.
- Developed and reported individual performance assessments to each employee.
- Created and implemented new procedures and revised existing procedures.
- Communicated procedural changes to staff and management.

Education:

Bachelors Degree in Business
Santa Clara University, Santa Clara, CA

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