
Training And Development Officer Resume

Job Objective

Training and Development Officer seeking a position with an organization in which my expertise and educational background can help.

Highlights of Qualifications:

- Huge knowledge of preparing clear, concise and informative reports, correspondence
 - Ability to handle difficult and sensitive situations
 - Excellent communication and interpersonal skills
 - Amazing ability to communicate effectively with people from all backgrounds
 - Uncommon ability to look sympathetically at the socio-economic and political problems
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Professional Experience:

Training and Development Officer
ASAfricanaffairs, Clifton, NJ
August 2005 – Present

- Planned, strategized and overseen training and development operation of the Association.
- Overseen the selection, recruitment, training, development and work evaluation of service users and volunteers.
- Organized fundraising initiatives.
- Developed and reviewed policies and procedures to meet legal requirements.
- Monitored changes in laws, regulations and technology.

Training and Development Officer
ZSL – Living Conservation, Clifton, NJ
May 2000 – July 2005

- Developed and implemented effective induction program and material.
 - Analyzed, designed and developed training and learning interventions.
 - Arranged, created, produced and distributed training-related material and facilities.
 - Organized, administered and set up training programs and events.
 - Maintained comprehensive and up-to-date training records.
 - Handled enquiries relating to training and development.
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Education:

Bachelor's Degree in Human Resources
Randolph College, Lynchburg, VA

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