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## Training And Development Specialist Resume

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### Job Objective

To acquire a position as a Training and Development Specialist that allows me to use my abilities to enhance and grow with the company.

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### Highlights of Qualifications:

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- Ability to develop, design, and implement self-paced, online training programs
  - Familiarity with DoD and Intelligence Community organizations, structure, missions and functions
  - Ability to effectively communicate in the English language
  - Ability to take initiative and excel in a fast-paced, multi-tasking, flexible environment
  - Ability to work as a productive team partner in order to meet multiple project deadlines
  - Excellent ability to work well with multiple lines of businesses and with parent and affiliate entities.
  - Proficient with PC-based spreadsheet and word processing programs
  - Excellent written and oral communications skills
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### Professional Experience:

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Training and Development Specialist  
Conifer Health Solutions, Los Angeles, CA  
May 2006 – Present

- Received training, utilizing various reports to determine training needs within the department.
- Assisted in the preparation of training documentation.
- Performed web based online training and other effective and advanced training methods available.
- Maintained key facility staff informed of training programs, schedules, employee participation and performance level.
- Collaborated with Patient Access Management in targeting key areas of performance for the facilities.

Training and Development Specialist  
Affiliated Computer Services, Inc., Los Angeles, CA  
March 2003 – April 2006

- Performed learning, job and task analyses.
  - Blended learning solutions that helped meet business objectives.
  - Prepared a variety of learning aids.
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### Education:

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Bachelor's Degree in Computer Science  
Davis College, Toledo, OH

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