
TRAINING ASSISTANT RESUME

Objective:

To obtain the Training Assistant position that will expand and develop my skills.

Summary of Skills:

- Exceptional ability to maintain and manage master training schedules
 - Profound ability to understand process of department and work within a team atmosphere
 - Ability to work effectively both independently and as a team in a fast-paced and adaptive environment
 - Amazing ability to keep sensitive issues off the record and discreet
 - Skilled in planning methods and managing projects
 - Ability to answering the telephone and directing phone calls
 - Ability to handle phone calls, email and fax
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Work Experience:

Training Assistant, August 2005 to till date
VARC INC, Fort Worth, TX

- Managed the training matrix for compliance-related requirements.
- Maintained master training schedules and generated reports.
- Facilitated resolution of scheduling conflicts as appropriate.
- Ensured effective communications and logistics for training administration.
- Resolved training and training department issues on time.
- Maintained talent reviews organizational charts and assisted with data consolidation.

Training Assistant, May 2000 to July 2005
Tschida recruiting, Fort Worth, TX

- Organized domestic training programs and assisted new members of staff.
 - Provided assistance to the HR team and administrative support to the Technical Training Department.
 - Maintained and tracked training documents and assisted with New Employee Orientation documentation.
 - Ensued to run reports on events and training and worked with the department to arrange events and keep the calendar.
 - Facilitated departmental training requests and annual GMP training initiatives.
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Education:

Associate Degree in Public Relations, Tallahassee Community College, Tallahassee, FL

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