
Training Coordinator Resume

Job Objective

A well organized Training Coordinator seeking a job in your company.

Highlights of Qualifications:

- Substantial experience of planning, coordination, and implementation of training programs
 - Extensive knowledge of onsite, offsite, and webinar-based training methodologies
 - Commendable knowledge of Learning Management System, databases, and advanced training tools
 - Familiarity with current training trends and feedback analysis
 - Ability to prepare and provide effective training materials and reports
 - Ability to develop and maintain training calendars and schedules
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Professional Experience:

Training Coordinator
OneSource VHR, Pensacola, FL
August 2012 – Present

Responsibilities:

- Evaluated and addressed training needs of all assigned individuals, efficiently.
 - Created, implemented, and managed short and long-term training programs.
 - Developed, delivered, and reviewed all training materials, as required.
 - Handled training logistics and tracked all ongoing training programs.
 - Reviewed and revised the training procedures and processes, in an effective manner.
 - Monitored and managed the allocated budget for training activities, efficiently.
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Training Coordinator
Henry Schein, Pensacola, FL
May 2009 – July 2012

Responsibilities:

- Designed, maintained, and delivered effective training programs, tools, and materials.
 - Established and maintained profitable partnerships with vendors regarding training programs.
 - Completed and provided all needed paperwork, accurately and on time.
 - Obtained and interpreted feedback on training programs to improve effectiveness of training programs.
 - Assessed and maintained all external training resources, in an efficient manner.
 - Developed, evaluated, and revised all training procedures, as required.
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Education:

Master's Degree in Human Resources Management
Walla Walla University, College Place, WA

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