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## Training Program Manager Resume

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### Job Objective

Respected Training Program Manager seeks position where my skills would be used for the betterment of the company and its employees.

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### Highlights of Qualifications:

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- Admirable experience in developing and managing HR programs, designing web based training and developing marketing strategies
  - Huge knowledge of instructional design and associated principles
  - Sound knowledge of learning management procedure
  - Ability to maintain good communication with clients in development process of programs
  - Immense ability to identify and resolve all problems
  - Skills to analyze data and develop training programs
  - Exceptional understanding of industry practices
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### Professional Experience:

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Training Program Manager  
Providence Health & Services, Atlanta, GA  
October 2008 – Present

- Coordinated with client management team and ensured achievement of client goals and objectives through it.
- Planned, scheduled and motivated staff in all onsite training programs.
- Documented all personnel contact to be submitted to management.
- Prepared budget plans and maintained records of all expenses incurred in project development.
- Monitored all project issues, resolved it and escalated complex problems to seniors.
- Managed program and executed preventative maintenance process on it.
- Computed all project risks and informed seniors of same.
- Developed training program in compliance to all client need.

Training Program Specialist  
Apple, Atlanta, GA  
August 2003 – September 2008

- Planned all program related activities such as distribution of training resources.
- Developed ideas and training materials.
- Monitored feedback gathered from client and other subject matter experts and incorporated it in training programs.
- Designed project plans, prepared guides for participants and evaluated programs through various tests.
- Initiated web based training programs, converted all existing programs to a web based format.
- Assisted development project teams and in preparing designs with help of external and internal team members.

Training Program Coordinator  
General Physics Corporation, Atlanta, GA  
May 1998 – July 2003

- Reviewed program success and prepared reports on same.
  - Managed trainee programs and ensured their training in good companies.
  - Hired new employees, trained and assisted them in placement.
  - Administered learning management systems according to appropriate technologies.
  - Coordinated with Contracts Manager and prepared an annual budget program.
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### Education:

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Bachelor's Degree in Human Resources  
Florida Memorial University, Miami, FL

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