

---

## Training Project Manager Resume

---

### Job Objective

Qualified Training Project Manager seeking situation that allows me to use my knowledge to gain business for the company and to bring about positive change.

---

### Highlights of Qualifications:

- Huge experience in training cross functional teams, managing large training teams for projects and developing training programs
  - Deep knowledge of various businesses and associated functions
  - Exceptional ability to understand business function need
  - Ability to analyze and recommend improvements in training programs
  - Skilled to manage small project teams and lead teams
  - Good understanding of business unit functions and cross group dependencies
  - Ability to delegate and oversee projects and assignments
  - Proficient in managing employees and assignments
- 

### Professional Experience:

Training Project Manager  
GE Energy, Wichita, KS  
October 2008 – Present

- Developed and implemented all communication projects, analyzed and recommended changes on existing programs.
- Conducted training risk assessment on developed programs and prepared related training strategies.
- Managed all communication and training projects of organization.
- Scheduled projects and ensured its compliance with program development.
- Coordinated with external vendors and developed training content for programs.
- Monitored all complex projects and implemented development plans and training programs and strategies.
- Assisted management in evaluation of training and communication programs and measured its effectiveness.
- Trained junior staff in development and implementation of training programs.

Training Project Coordinator  
Dougherty & Associates, Inc., Wichita, KS  
August 2003 – September 2008

- Assisted in preparing annual budgets for departments and forecasted needs in future.
- Managed budget from department such as maintaining invoices of all payments.
- Maintained all employee files and kept records of all hires and attendances of employees.
- Analyzed statistical data of projects and maintained necessary reports from it to be presented to management.
- Organized meetings and blocked conference rooms accordingly.
- Monitored all requests made by employee and managements and resolved it.

Training Project Specialist  
SAIC, Wichita, KS  
May 1998 – July 2003

- Developed training content and upgraded all training materials.
  - Monitored project development according to quality, schedule and budgets.
  - Identified any issues in training programs and resolved issues.
  - Analyzed project performance as planned schedule and ensured its effectiveness.
  - Coordinated with designers and subject matter experts and developed product methodology.
- 

### Education:

Bachelor's Degree in Business Management  
Southern New Hampshire University, Colchester, VT

[Build your Resume Now](#)