
Training Specialist Resume

Job Objective

Seeking a position as Training Specialist in which my abilities and experience can aid in the growth of the company.

Summary of Qualifications:

- Outstanding experience of administering and coordinating training programs
 - Familiarity with web based Learning Management Systems, Plateau, and Livelink
 - Huge knowledge of working in QA, QC, and Manufacturing environments
 - Proficient in MS Office Suite (Outlook, Excel, Word and Powerpoint)
 - Skilled in delivering presentations on training programs
 - Excellent communication and interpersonal skills
 - Superior time management and analytical skills
 - Strong project management and organizational skills
 - Outstanding ability to present training material to large groups in person and on camera
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Work Experience:

Training Specialist, May 2006 – Present
Genzyme, Rochelle Park, NJ

- Assisted in Manager Boot Camp, new hire orientation and performance management.
- Conducted weekly new hire orientation sessions and coordinated new hire paperwork
- Managed all the compliance training.
- Researched, recommended and managed on-line learning content relevant to various target audiences.
- Tracked and reported all learning activities.
- Diagnosed the employee issues with all training tools and systems.

Training Specialist, March 2003 – April 2006
ManTech International, Rochelle Park, NJ

- Created and revised e-learning instructional materials for variety of audiences.
 - Contributed to the development of new approaches and solutions to online learning.
 - Created and maintained the templates and components for rapid courseware development.
 - Selected and developed the teaching aids.
 - Supported implementation and ongoing delivery of the training curriculum.
 - Provided setup and delivery support for onsite and training events.
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Education:

Bachelor's Degree in Human Resources, Southeastern Oklahoma State University, Durant, OK

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