
Voice And Accent Trainer Resume

Job Objective

Qualified Voice And Accent Trainer seeking situation that allows me to use my knowledge to gain business for the company and to bring about positive change.

Highlights of Qualifications:

- Hands-on experience in Voice, Accent and Soft Skills training
 - Huge experience in Scheduling Training Batches
 - High level understanding of business processes
 - Proficient with MS Office and Open Office skills
 - Ability to plan, forecast and budget expenses
 - Strong ability to analyze complex issues
 - Uncommon ability to work in shifts
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Professional Experience:

Voice And Accent Trainer
Roland & Associates, Huntington, NY
February 2009 – Present

- Assisted team in customer service training.
- Conducted monitoring of voice equipments.
- Provided feedback to management.
- Coordinated with customers.
- Took part in hiring process and sorted suitable candidates.

Voice And Accent Trainer
ACCENT Marketing Services, Huntington, NY
September 2005 – January 2009

- Managed voice and accent training for new employees.
 - Recognized Training requirements and prepared resourceful training programs.
 - Managed refresher course trainings.
 - Collaborated with Quality team members.
 - Customized training according to process.
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Education:

Bachelor Degree in English Literature
Bethany College, Bethany, WV

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