

JESSICA CLAIRE

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SUMMARY

An Instructional System Designer of distinguished and successful experience, with all facets of training and professional development design and implementation. A high-energy team member dedicated to providing holistic and cost effective training. Extensive background in administration, training development, and instruction.

HIGHLIGHTS

- Microsoft Office (Word, Excel, Outlook, Power Point)
- Job Analysis
- SECRET Clearance

ACCOMPLISHMENTS

EXPERIENCE

- 03/2015 to 01/2017 **Lead Instructional Designer**
Charter Spectrum – Grandview, MO
 - Completed POAM, job analysis, critical training task analysis, course master schedules, course outline document, and required resources list for seven U.S.
 - Navy courses.
 - Developed an excel program to reduce production and editing time for deliverable documents, reduced time needed by 33% , from 6 to 4 months.
 - Fostered a relationship with the contract program manager and the end customer, by listening to their wants and needs and offering options to achieve their goals.
 - Taught two classes on effective welding techniques for the Norfolk Naval Shipyard.
 - Wrote a diesel engine maintenance course with PowerPoint presentations, physical training aids, wall displays, and hands on practice and evaluation sheets.
 - Designed a course to incorporate 3D modeling engines to reduce training cost and increase the individual training repetitions by 200%.
- 04/2010 to 01/2015 **Senior Training Manager**
Otg – Flushing, NY
 - Identified 8 students with learning barriers through test analysis and observation, implemented modified and additional training plans with a 100% pass rate.
 - Coordinated with the program management office for upgrading seven obsolete training devices, fielding of new equipment and system, and divestment of training program.
 - Utilized feedback during integration of new technical manuals into multiple training programs, identified significant issues that were immediately rectified.
 - Conducted over 100 evaluations of 37 instructors on their ability to impart their knowledge to the students.
 - Recognized by college accreditation team for management of instructor, student, and testing records; resulted in new standards for records management.
 - Spearheaded the redesign of the Kiowa helicopter weapon initial individual training, saved \$250,000 in annual training costs by reducing the course length by four weeks.
 - Hand-picked to update the US Army's 15J Professional Development Map in less than 60 days, providing over 500 soldiers a means to track their career progression.
 - Determined that consolidating 4 training programs into 1 program would reduce the new course length by 10 weeks, saving over \$500,000 in annual training costs.
 - Recommended the removal of the Computer Based Training due and redundancy and inability to engage current generation of soldiers.
- 09/2007 to 04/2010 **Operations Manager**
Clarion Security – Olive Branch, MS
 - Wrote operating procedures used during time sensitive situations, successfully used during four helicopter recovery and 12 convoy operations in Afghanistan.
 - Developed annual training plans for a 750 person unit based, unit certified as a combat ready before 14 day National Training Center evaluation period.
 - Conducted a budget analysis on individual training requirements for 80 different specialties within a 750 person unit with a 6 month training window.
 - Presented current and future operational status and plans for managers two levels above supervisor using MS Word, Excel, and Power Point slides on a bi-weekly basis.
 - Assisted unit driving trainer in Mine Resistant Armored Protection vehicle certification program, qualified 80 transportation company drivers in a 90 day period.
 - Utilized battle tracking systems in the organization's control center, provided executives and managers an up-to-date operating picture.
- 09/2005 to 09/2007 **Personnel and Maintenance Manager**
Merck Kgaa – Rockville, MD
 - Coordinated with management for the scheduling, training, and conduct of over 200 helicopter ranges and parachuting operations for 16 subordinates.
 - Trained six subordinates on electrical and mechanical systems, enabling them to obtain full mission qualified status in 47% of the normal time.
 - Prioritized maintenance for 28 helicopter armament and 293 personal weapons systems with a 97% readiness rate.
 - Synchronized assignments of 16 subordinates to support national missions, overseas operations, training exercises ensuring 100% mission accomplishment.
- 04/2000 to 09/2005 **Maintenance Supervisor**
United States Army – City, STATE
 - Created spreadsheets for tracking of weapon assignments, utilization, location, and parts usage.
 - Conducted research, development, and testing of new and modified aviation armament equipment, reducing mechanical malfunctions by 75%.
 - Developed night vision device driver training and certification course for 85 person company, qualified 65 people in 7 days.
 - Trained 24 persons on maintenance, safety, and security procedures for non-standard machine gun, air to ground and air to air missile systems.

EDUCATION

Bachelor of Science: Professional Aeronautics
EMBRY RIDDLE AERONAUTICAL UNIVERSITY - Daytona Beach, FL
Professional Aeronautics

CERTIFICATIONS

Training Education Developers Middle Managers Course *Army Basic Instructor Course *Army Instructor Evaluator Course

SKILLS

3D modeling, Army, Basic, budget analysis, bi, drivers, driving, editing, Instructor, job analysis, listening, mechanical, Excel, Microsoft Office, office, 97, Outlook, Power Point, PowerPoint presentations, window, Word, MS Word, weapons, Navy, Naval, program management, research, safety, scheduling, spreadsheets, supervisor, task analysis, technical manuals, trainer, training programs, transportation, upgrading, vision