LILA HAWTHORNE

Training Manager

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in LinkedIn

WORK EXPERIENCE

Training Manager
HealthPartners

📅 2023 - current   📍 Bloomington, MN

- Introduced a new Learning Management System (LMS)-based training program, boosting employee engagement with company courses by 32%.
- Simplified onboarding processes using Workday, reducing the average training time for new nurses by 4 days.
- Designed a company-wide training strategy, enabling 29 workers to gain at least one extra healthcare skill.
- Led a team of 9 training specialists, resulting in a **16% rise in team productivity**, as per monthly performance charts.

HR Coordinator
Best Buy

📅 2019 - 2023   📍 Richfield, MN

- Created Slack channels for real-time communication with other HR colleagues, lowering email volume by 63%.
- Crafted PowerPoint presentations on company-wide policies, **mitigating inquiries by 47%**.
- Developed interactive training modules using Articulate 360, increasing completion rates for compliance courses by 29%.
- Hosted weekly Zoom meetings to report employee performance to 5+ managers, improving cross-departmental communication.

Learning and Development Assistant
General Mills

📅 2015 - 2019   📍 Minneapolis, MN

- Coordinated logistics for 3 training programs, ensuring all events were executed within budget and on time.
- Updated the firm's training content library in Google Drive, expediting the average content retrieval time by 6 minutes.
- Tracked training attendance trends using Microsoft Excel, discovering low participation causes and making changes that **grew attendance in future events by 23%**.
- Assisted seniors in creating a mentorship program, pairing 16 employees with industry experts.

EDUCATION

Bachelor of Science
Human Resource Development
University of Minnesota

📅 2011 - 2015
📍 Minneapolis, MN

SKILLS

- Microsoft Excel
- Salesforce
- Learning Management System (LMS)
- Zoom
- PowerPoint
- Workday
- Google Workspace
- Slack
- Articulate 360