

Summary

18 years experience directing international training programs including online, classroom, and blended learning.

Education

Masters of Science, Learning Technologies and Design,
Expected 2020

Bachelors of Science, Business Administration, 2002

Certifications/Volunteer/Other

Corporate Trainer Certified (CTC)

Certified Compensation Professional (CCP)

Professional in Human Resources (PHR, Expired)

Six Sigma Yellow Belt March

Utah Association for Talent Development (ATD)
Communications Director,
2017 Conference Presenter

Renal Medullary Cancer Research and Treatment Advocate Volunteer

Alexa Taylor, CTC

Tana.alexataylor@gmail.com

720-477-0045

Professional Experience

Training Manager
(Mar 2014 – Current)

Product Trainer
(Jan 2013-Jan 2014)

Training Consultant
(Apr 2011 to Jan 2013)

HR Generalist
(Apr 2007 to Apr 2011)

Finance/Office Manager
(Aug 2003 to Apr 2007)

Relevant/Technology Skills

HTML/CSS/
JavaScript

Webinar Tools
(Zoom, Goto,
etc.)

Web App
Development

SharePoint/
Basecamp

Authoring
(Captivate)

Mail
Chimp/

Learning
Management
Systems

Wild Apricot

Video Editing