

Charity Bunyon

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Professional Summary

Motivated trainer with seven years of experience of training for onboarding purposes, continuing education, and curriculum development seeking a position that will allow further professional development. Takes a unique approach to meeting learning and development goals. Works well independently and with a team.

Highlights

- Service Orientated
- HTML, CSS, & JavaScript
- HR Onboarding
- Training
- Articulate 360 & Rise
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Public Speaking
- Curriculum Developer
- Sharp Problem Solver

Education

Master of Science in Education & Theory May 2014
The University of Tennessee- Knoxville

Bachelor of Arts in English May 2013
The University of Tennessee- Knoxville

Professional Experience

Corporate Trainer May 2018 – Aug 2019
Advance Financial

- Works closely with instructional designer and learning management systems to design e-learning assessments and modules using Articulate 360 and Rise
- Trains all employees including call centers, stores, and corporate positions
- Collaborates with SME's to identify learning objectives, content development, and delivery of proposed training
- Wrote compliance and skill related content for various departments
- Edits and proofreads company manuals and other learning materials to ensure they are compliant with company and state policies and brand guidelines
- Perform orientations and update records of new staff during onboarding
- Scheduled meetings, interviews, collected I-9 documentation with HR team.
- Answer basic people & organization policy-based questions and facilitate team member questions & communications as needed.

Instructor/Trainer

June 2014- May

2018

Metro Nashville Public Schools

- Trained teachers on newly made curriculum and expectations
- Designed assessments maintaining strong attention to detail
- Provided support to department managers in responding to personnel training issues.
- Monitored and held additional supplemental training
- Utilized tools to track tasks and activities to organize information about my clients and the roles they play

Manager

August 2009- May 2014

Starbucks

- Set up interviews for candidates
- Examined job requisition
- Displayed exceptional customer service
- Managed schedules and forecasted budgets based on needs
- Trained and evaluated staff members
- Managed store operations
- Completed phone screens

References

Reference 1:

Contact Name: Derrick Salter

Contact's Company Name: "Former Boss from Metro Public Schools"

Contact's Job Title: Entrepreneur

Contact's Phone Number: 256.457.9051

Contact's Email: derricksalter@gmail.com

Reference 2:

Contact Name: Nimon Macid

Contact's Company Name: Advance Financial

Contact's Job Title: Recruiter

Contact's Phone Number: 615.294.4586

Contact's Email: nimon_macid06@yahoo.com