

Maurice Caple

Trainer - Department of Health & Human Services - Research Triangle Park

Browns Summit, NC

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Authorized to work in the US for any employer

WORK EXPERIENCE

Trainer

Department of Health & Human Services - Research Triangle Park - Durham, NC -

2017-08 - Present

- Experienced in curriculum design and developing training materials for adult learners
- Understands the social services programs that drive the efforts of the county, regional, and state staff who administer those programs
- Ability to assist with scheduling, preparing for and participating in quality assurance checks on training materials that have been developed.
- Experience in computer-based training instructional design, with learning program design systems
- Experience with adult learning practices, principles and procedures in classroom and on-line presentations
- Ability to clearly communicate in oral and written form, and deal effectively with diverse groups to accomplish the objectives.

Manager of Learning & Development

Ralph Lauren Corporation -

2011-12 - 2017-05

Develop staff members (across departments) into trainers by involving training creation and implementation process, providing feedback, and by establishing training practice regularly. Participate in startup of new initiatives for US and Canada by creating and/or maintaining training materials. Oversee creation of high quality, detailed, and clear training materials including PPTs, worksheets, presenters' and participants' guides/agendas, and writing templates. Establish and foster a culture of training across the organization, in which training is seen not just as a skill development tool, but also as an engagement tool and an opportunity to support organizational culture.

§ Facilitated organizational development and leadership training, as well as instructor-led training

§ Assisted managers in elevating low performing Associates, and served as liaison between Director of Training and the Fulfillment Center

§ Managed and facilitated design and development of training curriculum, timelines and deadlines, and tracked projects and schedules

§ Oversaw design, development, and delivery of training and informational materials; ensured all training materials maintained high quality and standards as per company guidelines

§ Provided design guidance related to development of training for United States, Italy, and Canada

§ Conducted training needs analysis with business functional managers and managed overall implementation of assigned learning programs including global expansion in Italy, and Canada

§ Created training plans as needed for new or ongoing initiatives including staff onboarding

§ Designed and developed competency-based learning solutions to close gaps between current and desired skill levels

Learning Specialist

Ralph Lauren Corporation - High Point, NC -

2010-06 - 2011-12

Oversaw overall coordination, implementation, execution and timely completion of Instructional Design & Development initiatives. Benchmarked against industry standards, identifying, and cultivating new opportunities for instructional innovation. Conducted needs analyses and created development strategies. Performed needs

analysis to assess training needs to develop effective course curricula in alignment with business needs and learning objectives. Made recommendations for areas of opportunity and perceived performance gaps.

§ Organized, developed, and maintained training procedure manuals and guides and course materials

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§ Developed, planned, organized and conducted orientation and training events for new hires and current employees, including refresher training

§ Presented information using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures

§ Collaborated with peers to create and maintain a training design strategy and to leverage efficiencies

§ Used innovative and timely solutions to improve learning content, delivery approaches, and training effectiveness

§ Monitored, evaluated, and recorded training activities or program effectiveness

§ Evaluated training materials such as outlines and/or handouts

§ Spearheaded design methodologies/development of innovative and engaging blended learning solutions

Seasonal Learning Specialist

Ralph Lauren Corporation - High Point, NC -

2009-02 - 2010-06

Identified and analyzed training needs. Developed and maintained training manuals, user guides, and course materials. Coordinated all activities and logistics associated with training by developing and championing training for groups and individuals.

§ Championed training development projects and initiatives across the facility

§ Handled State Grant Paperwork processing

§ Coordinated training and development programs

§ Maintained a database to track individual training records

Inventory Control Specialist

Ralph Lauren Corporation - High Point, NC -

2009-02 - 2009-05

Conducted Inventory Cycle Counts. Performed Bin Checks (product verification).

§ Shipped sample products to Corporate -Top of Stock

§ Submitted Issues using IssueTrak software

- § Received Inventory
- § Kept accurate check of inventory movement

Seasonal Learning Specialist

Ralph Lauren Corporation - High Point, NC -

2008-07 - 2009-01

Provided department specific training to Associates. Developed Standard Operating Procedures.

- § Audited Departments for correct procedures
- § Managed State Grant Paperwork processing
- § Coordinated training programs

Embroidery Machine Operator

Ralph Lauren Corporation - High Point, NC -

2008-03 - 2008-07

Provided support in machine operation and daily activities.

- § Checked in merchandise and verified associated paperwork
- § Operated Barudan Computerized Multi-head and Single-head Embroidery Machine
- § Performed Quality Control functions

EDUCATION

Certificate

Guilford Technical Community College

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Guilford Technical Community College

SKILLS

Mentoring, MS Office, Photoshop, Team Player, training

ADDITIONAL INFORMATION

Core Competencies

Employee Learning & Development Team Leadership Mentoring & Training

Team Player MS Office & PC Training Materials & Objectives

Adobe Captivate Photoshop SnagIt