

First Last

Learning and Development Specialist

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Learning and Development Specialist with more than 10 years of experience in creating and leading work-related training and development programs to help employees enhance their skills or the company's performance. Designed training and peer-mentoring programs for 25 new analysts; reduced onboarding time for new hires by 50%.

RELEVANT WORK EXPERIENCE

Resume Worded, New York, NY

2015 – Present

Learning and Development Specialist (2017 – Present)

- Acquired, arranged, and developed training process manuals, guidelines, or course materials, such as handouts and visuals; increased participant engagement by 30%.
- Examined different training delivery methods, such as in-person or virtual, to improve training efficacy, costs, or environmental consequences; leading to a 20-point increase in learning recall and a 10% improvement in talk delivery.

Learning and Development Manager (2015 – 2017)

- Attended at least 3 talks and forums every week to gather information for training programs or to keep management informed about the state of training programs.
- Created initiatives to help over 50 employees in lower-level roles realize their executive potential.

Growthsi, San Francisco, CA

2013 – 2015

Instructional Coordinator

- Administered training programs on topics like efficiency, recycling, and other environmental concerns to 5 companies that spearheaded environmental conservation.
- Indicated trainees for referral to employer relations representatives, job placement aid centers, or authorized social services organizations, if necessary; referrals increased company employment by 50%.
- Designed training and peer-mentoring programs for the incoming class of 25 analysts in 2017; reduced onboarding time for new hires by 50%.

Resume Worded Exciting Company, San Francisco, CA

2011 – 2013

Instructional Assistant Coordinator

- Instructed over 15 company heads and managers in employee training and management approaches and abilities.
- Studied and assessed training and apprenticeship programs from 2012 to 2013 to ensure that they meet government requirements.
- Coordinated existing courses with 5 community schools for both technical and professional courses, and build training methods.

EDUCATION

Resume Worded University, New York, NY

Bachelor of Science in Business Management - Human Resource Management Development

SKILLS

Technical Skills: Training & Development, Performance Management, Leadership Development, Employee Engagement, Training Facilitation