



Bruce Bolin

TRAINING PROGRAM MANAGER

Bloomington IN

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I am a budding leader with a history of managing creative endeavors and delivering superior results. Curiosity, Communication, and Compassion are the skills I leverage most often to navigate the intricacies of leadership. I love to solve problems and investigate how things are connected. What puzzle do you have for me today?

Employment

Program Manager

Warrant Technologies

TRAINING DEPARTMENT

April 2023 -> Present

- RESPONSIBLE FOR — Enabling a successful Training Department, Supporting schedule adherence and quality deliverables, Identifying high-quality team members, Aligning department capabilities with operational direction and business goals, Supporting Senior Management and providing feedback, Coaching, Mentoring, Process Improvement, Risk/Threat Assessment, Employee reviews and career development

Project Manager

Warrant Technologies

TRAINING DEPARTMENT

April 2022 -> April 2023

- RESPONSIBLE FOR — Successful development and delivery of Workforce Development Curriculum to stakeholders, Stakeholder management, Timekeeping and Cost reporting to stakeholders, Project planning, Schedule management, Risk/threat assessment, Quality Focal Point on deliverables, Process Management, Identifying high-quality team members,

Technical Writer

Warrant Technologies

WXM WFD CURRICULUM DEVELOPMENT, PROJECT LEADERSHIP, LFUCG DATA DASHBOARD, CMMI APPRAISAL, NASA SBIR

October 2019 -> April 2022

- RESPONSIBLE FOR — Layout and Design of training curriculum, Technical editing of Training Curriculum and Proposal artifacts, Process documentation development and management, Quality focal point, Data dashboard design and deployment, Template design and development, Process training development and deployment, Successful CMMI appraisal, Lab management, Website design and development, Construction and Assembly of research platforms

Creative Director

Vapor Bank/Frontier Liquors

March 2012 -> December 2015

- RESPONSIBLE FOR — Product Branding and Package Design, Creative Direction, Print/Online/Multimedia Marketing, Trade-show Booth Design, Technical Support, Personnel Management, Customer Service

Sole Proprietor

Freelance Creative

Fall 2004 -> Present

- RESPONSIBLE FOR — Business Development, Stakeholder Management, Project Management, Technical Execution, Contract Management, QA
- INDUSTRIES SUPPORTED — Education/Academia, Small Business, Not-for-Profit, Alcohol/Tobacco
- PRODUCTS DEVELOPED — Logos & Identity Packages, Business Cards, Product Packaging, Print Advertisements/Publications, Media Packaging, Promotional Materials, Convention Booths, Websites, Online Advertisements

Education

University of Southern Indiana

INTERACTIVE MEDIA DESIGN/PRINTMAKING

2006 -> 2011

- Graphic Design Merit Award, 2008
- Interactive Media Merit Award, 2009

Boonville High School

ACADEMIC HONORS

2002 -> 2006

- National Honors Society

Skills

Leadership

- Communication, Strategic Thinking, Adaptability, Empathy, Motivating others, Decision making, Integrity, Accountability

Management

- Stakeholder management, Schedule adherence, Resource allocation, Task tracking and reporting, Technical direction and feedback, People management, Risk management, Change mangement

Programming Languages

- Python, SQL

Markup Languages

- CSS, HTML, Markdown, RMarkdown

Adobe Suite

- Illustrator, Photoshop, InDesign, XD

Microsoft Office

- Excel, Outlook, OneNote, PowerBI, PowerPoint, Word

Certifications

Google Data Analytics Professional

2023

Google Project Management Professional

2023

CMMI Trusted Agent

2020

Hobbies

Strategy/Tabletop Gaming

2001

Art

1998

Reading

1998

Learning

1987

Values

Respect

Communication

Discipline

Integrity