**Professional Summary**

Independent and quick thinking team player seeking a role offering increased responsibility and room for growth. Flexible trainer driven to design and develop new training programs and modify existing curricula to meet the needs of participants.

**Skills**

|  |  |
| --- | --- |
| * Intuitive people management skills * Scheduling * Critical thinking * Exceptional attention to detail * Articulate and well-spoken * Excellent communication skills * Highly dependable * Fast Learner | * Web content * HTML and CSS * Adobe Illustrator * Adobe Photoshop * Adobe Flash * Adobe Dreamweaver * Film production and editing * Microsoft Office Suite |

**Work History**

Group Leader **October, 2014 - Present**

*Target Corporation – Supply Chain Management Division*

* Managed a team of 30 direct reports
* Oversaw daily departmental operations by directing work flow in order to reach headquarters expectations for level of service to our guests
* Developed employees by revising training structures and level setting high expectations centered around performance and quality behaviors
* Acting building-wide Safety Captain, producing communication related to safety trends and focus items in order to drive a positive safety culture for 500+ employees and chairing the executive Safety Committee
* Acting Certified Executive Trainer for the Warehouse Department, onboarding, mentoring and developing new executives into role

Operations Training Supervisor **March, 2011 – October, 2014**

*Continental Message Solutions* Columbus, OH

* Extensively trained new and existing employees.
* Assumed ownership of all training program initiatives, including overhauling and maintaining companywide training material.
* Used a variety of assessment tools and strategies to improve instruction methods.
* Administered performance reviews to evaluate each participant's progress.
* Clearly communicated objectives for all lessons, units and projects to all participants.
* Monitored participant workflow and behaviors throughout the training process.

**Education**

Bachelor of Science: Media Design  **2013**

*Franklin University* Columbus, OH

Associates of Applied Science: Interactive Multimedia **2009**

*Columbus State Community College* Columbus, OH

**Accomplishments**

* Behavioral Interviewing and Supervisor Certification from the Employee Resources Association
* Winner of the 2012 Downtown Digital Arts Festival for best Interactive Flash Design
* Winner of the 2010 Downtown Digital Arts Festival for best Short Narrative Film