

TEACHER

Professional Summary

An experienced human resource training professional with demonstrated success in developing, delivering and evaluating, corporate training programs, 2+ years of work with newly developed tools for rapid e-learning development. Special skills in online training for a variety of audiences. Recognized for alignment of training solutions with business goals, management of project and people, process improvement, needs analysis and training evaluation.

Core Qualifications

- Microsoft Words
- Outlook
- Internet
- PowerPoint
- ADDIE MODEL
- Microsoft Office
- Adobe Photoshop
- Audacity Sound Booth
- Moodle
- AdobeCS5
- Captivate
- Adobe Premier
- Flash
- Blackboard 9.1
- PeopleSoft

Experience

Company Name January 2013 to January 2016 Teacher

City , State

- Performed regular classroom instruction based on a departmentalized third grade curriculum.
- Maintained a classroom environment conducive to learning.
- Conducted conferences with parents Monitored and evaluated student progress Developed curriculum; prepared goals and objectives; created lesson plans.

Company Name January 2009 to January 2013 Instructional Designer

City , State

- Designed\ developed training programs and curriculum.
- Digital learning technology.
- ADDIE Model training specialist.
- Administration workforce morale training specialist.

Company Name January 2007 to January 2009 Employment, Training & Development Manager

City , State

- Worked in a virtual environment, created blended learning solutions that helped move Circuit City Stores to an enthusiasm for e-learning.
- Learned a complex product and created face-to-face sales training materials on this product, delivering within a very short deadline.
- Recognized for the quality of the training material.
- Designed and implemented human resource and digital training programs for 350 employees.
- Using collaborative software, designed Web-based experiences for practicing and perfecting job skills.

Company Name January 2000 to January 2007 Human Resource Generalist

City , State

- Implement effective HR policies to ensure all practices are in compliance with labor and employment regulations..
- Administered new employee orientation training.
- Increased employee retention above 90% by rigorously maintaining a positive work environment.
- Developed user friendly application forms and questionnaires to be used by the organization during staff recruiting and interviewing.
- Created a website with an embedded database and functionality to enable online recruitment for organization and reducing recruitment cost by 20%.
- Conducted several seminars for hospital employees to update them on employee benefits options.

Company Name January 2003 to January 2005 Academic Advisor

City , State

- Operations administrator.
- Student transcript/records review.
- Dynamic knowledge base of outstanding communication skills: report/proposal writing and person-to-person.

Company Name January 2000 to January 2003 Fourth Grade Teacher
City , State

- Lesson planning.
- Communication with parents, administration and colleagues.
- Student assessment.

Company Name January 1998 to January 2000 Fourth Grade Teacher
City , State

- Lesson planning.
- Communication with parents, administration& colleagues.
- Student assessment.

Company Name January 1991 to September 2000 Human Resource Specialist
City , State

- Invited 20 motivational speakers and industry experts to give lectures and speeches to employees on new industry standards and how to build confidence and morale in the workplace.
- Updated 100+ employee records and job assignment daily.
- Conducted several seminarsÂ for insurance employees to update them on employee benefit options.
- Arbitrate labor dispute in collaboration with the legal department.

Education

Walden University Diploma Instructional Design City , State Instructional Design

Texas A&M University Master's Degree : Education City , State Education

Texas A&M University Master's Degree : Training & Development City , State Training & Development

Excelsior College Bachelor of Science : Liberal Arts City , State Liberal Arts

University of the Virgin Islands Bachelor of Science : Business Management City , State

Professional Affiliations

American Society for Training and Development (ASTD) Association for Educational Communications and Technology (AECT) International Reading Association (IRA) National Academic Advising Association National Education Association (NEA)

Skills

Adobe Photoshop, Adobe Premier, Benefits, communication skills, conferences, Curriculum Development, Flash, Human Resource, instruction, Lesson planning, lesson plans, materials, Microsoft Office, office, Outlook, PowerPoint, Microsoft Words, needs assessment, PeopleSoft, progress, proposal writing, quality, sales training, Sound, supervisor, training material, training programs