

TRAINING ASSISTANT

Summary

Project Management and special events Training, curriculum development, needs assessments Outside sales, recruitment and marketing Non-profit management and office administration

Experience

Training Assistant Jan 2008 to Current

Company Name 1/4 City , State

- Develop and implement projects which create a positive presentation of ProEquities.
- Analyze and develop solutions for internal processes Coordinate and implement logistics for training events Coordinate the BDU Scholarship program Provide duties such as the maintenance of databases, preparation of PowerPoint presentations, spreadsheets, editing, mail merge and special project reports Field all incoming phone calls for ProEquities; greet guests.

Market Game Coordinator/Office Manager Jan 2005 to Jan 2007

Company Name 1/4 City , State

- Organized and maintained Alabama Stock Market Game activities Coordinated teacher recruitment and workshops - Provide technical support and communication to teachers Coordinated stockbroker mentor program Promoted programs through correspondence, workshops and public speaking Coordinated day-to day office activity Provide support to fund development, client service, marketing, financial reporting and special projects Assist in bookkeeping activities.

Advertising Administrator Jan 2003 to Jan 2004

Company Name 1/4 City , State

- Ensured compliance of company policy for Yellow Page and White Page directory advertising Addressed and resolved company wide directory listing issues Coordinated acquisition, distribution and billing of inventory of financial center merchandising hardware and graphics for over 700 financial centers throughout eight-state area Provided accounts receivable and payable tasks and general ledger account reconciliation for directory advertising, merchandising hardware, graphics and holiday signs Coordinated design, job bidding and distribution of financial center signage.

Director Jan 2001 to Jan 2003

Company Name 1/4 City , State

- Provided oversight for non-credit training programs.- Conducted needs assessments Formulated and implemented marketing strategies and materials for non-credit continuing education courses Developed of instructional strategy and design for new programs and evaluation of existing programs/courses Developed customized, industry-specific curriculum based on needs of client/community Recruited, developed and supervised instructors Managed, created and maintained databases for targeted mailing Provided oversight for management of registration, revenues, program implementation, record retention, and student recruitment and maintenance of quality educational standards.

Workforce Development Specialist / Continuing Education Coordinator Jan 1998 to Jan 2001

Company Name 1/4 City , State

- Served as project manager of Workforce Development Center activities Developed customized, industry-specific curriculum based on needs of the client/community Developed and delivered training to corporate clients and community Developed and maintained relationships with various constituents - Conducted needs assessments Formulated and implemented marketing strategies and materials for non-credit continuing education courses Managed development of instructional strategy and design for conferences, certificate programs and courses Recruited, developed and supervised instructors Managed, created and maintained databases for targeted mailing Managed registration, program offerings, student recruitment and quality educational standards.

Executive Director Jan 1996 to Jan 1998

Company Name 1/4 City , State

- Developed and maintained relationships in banking community Served as spokesperson and liaison to affiliate colleges and the public Recruited and supervised office staff, and instructors Developed and implemented instructor and volunteer training Implemented delivery of educational curriculum and served as student advisor Administered annual budget and maintained financial records Developed and managed marketing plans and quarterly statewide promotional publications Directed Birmingham Chapter into statewide consolidation process.

Territory Manager Jan 1994 to Jan 1996

Company Name 1/4 City , State

- Developed and maintained relationships with new and existing accounts Developed and maintained community contacts through job fairs, presentations and civic involvement Assisted in employee recruitment, placement and orientation ERC (Employee Recognition Committee), PROEQUITIES-Chairman BOY SCOUTS OF AMERICA - VULCAN DISTRICT COMMITTEE - Marketing Director BOY SCOUTS OF AMERICA - VULCAN DISTRICT - Certified Trainer of Adult Leadership CAHABA GIRL SCOUT COUNCIL - Field Executive, Certified Trainer of Adult Leadership BIRMINGHAM AREA COUNCIL OF CAMPFIRE - Recruitment Coordinator BIG BROTHERS/BIG SISTERS OF Tift Area - Caseworker/PR Assistant.

Education

Bachelor of Arts Degree , Public Relations/Speech Communication Journalism AUBURN UNIVERSITY 1/4 City , State Public Relations/Speech Communication Journalism

Completed Certificate Program in Project Management UNIVERSITY OF ALABAMA AT BIRMINGHAM 1/4 City , State

Interests

ZENGER MILLER TRAINING - Certified Facilitator BIRMINGHAM FESTIVAL OF ARTS - Chair of Volunteer Coordination, Co-Chair of Educational Event

Skills

accounts receivable, advertising, banking, billing, bookkeeping, budget, hardware, conferences, COUNCIL, credit, client, clients, databases, delivery, editing, financial, financial reporting, general ledger, graphics, instructor, inventory, Leadership, logistics, Director, marketing strategies, marketing plans, marketing, Market, materials, mentor, merchandising, mail, office, PowerPoint presentations, Page, presentations, PR, processes, Project Management, public speaking, publications, quality, Recruitment, spreadsheets, strategy, teacher, technical support, phone, Trainer, training programs, workshops

Additional Information

- ZENGER MILLER TRAINING - Certified Facilitator BIRMINGHAM FESTIVAL OF ARTS - Chair of Volunteer Coordination, Co-Chair of Educational Event