

NAME 92

Address
Cell, Home, Business Phone
email

OBJECTIVE

Training Manager

SUMMARY

Seventeen years experience in supervisory roles in area of training and development and equipment maintenance. Provided administrative support for training function including skills proficiency tracking. Recognized for leadership, communications, organizational and facilitation skill effectiveness. Managed equipment inventory and maintenance functions. Bilingual Spanish.

PROFESSIONAL EXPERIENCE

UNITED STATES ARMY

Year-Year

Training Coordinator – City, State (Year- Year)

Planned and coordinated training events for a US Army Chemical Company of over 100 personnel. Ensured all logistic requirements were met.

- Scheduled training events at various locations, coordinating with local city officials including police, fire and other authorities as appropriate.
- Scheduled and conducted training meetings.
- Maintained inventory reports on workforce and equipment on monthly basis. Report preparation time was decreased from five days to one day, by implementing new processing software.
- Managed training assignments utilizing on-line software scheduling personnel as needed or requested; reported quotas and scheduling of all training to management ensuring all personnel were qualified for jobs assigned.
- Prepared and conducted PowerPoint presentations to facilitate training programs and enhance learning engagement.
- Achieved personnel job qualification increase of 50% through effective scheduling and tracking system.

Supervisor Operations – Houston Texas (Year-Year)

Supervised over 100 personnel and directly rated four persons. Oversaw training at three duty locations.

- Oriented newly assigned personnel ensuring positive engagement in team; informed personnel of policies and regulations resulting in effective operations.
- Resolved problems relating to personnel and equipment ensuring operational goals were met and minimizing inefficiencies.
- Ensured all personnel were properly trained on equipment by conducting appropriate classes and coordinating training events.

- Ordered office supplies and emergency purchases minimizing costs and optimizing inventory availability.
- Coordinated scheduling arrangements for supervisors meetings facilitating event objectives and optimizing attendance.
- Ensured maintenance and repairs of equipment were conducted on a scheduled basis minimizing down time and costs.
- Coordinated, directed and completed full range of administrative duties in support of training and instruction programs. As key member of management staff, served as point of contact for executive officers and subordinate staff. Responded to inquiries and provided staff guidance on policies and procedures ensuring operational effectiveness.
- Directed equipment readiness resulting in an improvement in six months from approximately 25% to 90% of equipment operationally ready.
- Implemented new training which resulted in a 50% increase in Physical Readiness of Unit, which in turn increased morale.

Platoon Sergeant – City Germany (Year-Year)

Supervised 30 personnel and over \$5 million worth of equipment.

- Ensured safety was implemented in all events, which resulted in no injuries.
- Platoon was selected and deployed as advance party during Operation Desert Shield.
- Platoon was recognized as best platoon in a Battalion with at least 12 other platoons.

EDUCATION

City College – City, State – Year
30 College Credits Completed in Liberal Arts

TECHNICAL SKILLS

Microsoft Word, Excel, PowerPoint
Fork Lift

LANGUAGES

Fluent in Spanish