ROBERT SMITH

Senior Trainer/Supervisor

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Dynamic, demonstrated achiever with advanced expertise in multiple medical software applications Steady career progression and promotions Focused, strategic planner with organizational leadership and confidence leading to the flawless execution of tasks Goal-driven, accept challenges with energy and professionalism Efficient.

EXPERIENCE

Senior Trainer/Supervisor

ABC Corporation - JANUARY 2007 – APRIL 2013

- Responsible for training clients on the medical software of seven merged companies using classroom, and blended training techniques.
- Manages the client training schedule, the workflow of the practice and coordinating with project managers.
- Medical software programs, placed in charge of training new-hires throughout the company.
- Using adult learning theory Wrote training for various software programs.
- Tested and rolled out the training programs both for internal employees and clients.
- Write, update, and roll out new training materials in conjunction with the instructional design team Promoted to multiple positions with increasing levels of responsibility.
- Client surveys consistently show a training satisfaction level of 90% or higher.

Senior Trainer/Supervisor

ABC Corporation - 2005 – 2007

- Senior Trainer and Leader of a Trainer/Mentor team comprised of seven experienced managers responsible for relocation to offices throughout the United States and conducting collective training of Army Reserve personnel.
- Ranked among the top 1/3 of 32 peer Officers, assessed as being "best qualified" with unlimited potential, and recommended for immediate promotion, Planned and executed relocation of 8 person team and associated equipment valued in excess of $500,000 a distance of 120 miles from Fort Knox, KY to Camp Atterbury, IN.
- Allocated personnel, facilities, assets, and logistical support in a resourced-constrained environment resulting in successful Full Spectrum Operations training of approximately 100 personnel.
- Served as Chief Operations Officer (COO) of 8 person Advisor team; planned and executed collective training and relocation of team and

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equipment valued in excess of $200,000 from Kentucky to Afghanistan.
- As COO, planned teams current and future operations, delegated tasks to team members, provided daily status updates to team CEO, and prepared daily and weekly briefs for delivery to Regional Commander.
- Served as Consultant to Foreign National Military Officers; provided needs assessment, recommended courses of action, and assisted with solution implementation resulting in 50% increase in organizational performance.
- Awarded the Bronze Star Medal for exceptionally meritorious wartime service during Operation Enduring Freedom and the Army Commendation Medal for outstanding performance..

EDUCATION

- Diploma

SKILLS

Microsoft Office, Ms. Word, MS Office, Outlook, Office: Word, Powerpoint, Photoshop, Photography, Sales, Typing, Windows.