



BENJAMIN LEE

Skills Training Coordinator

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PROFESSIONAL SUMMARY

Dedicated Skills Training Coordinator with 5 years of experience in crafting and executing impactful training initiatives. Expertise in developing tailored educational programs that enhance workforce skills and drive organizational success. Committed to fostering a culture of continuous learning and development through innovative training solutions.

WORK EXPERIENCE

Skills Training Coordinator

Quantum Solutions LLC

📅 Mar / 2021-Ongoing

📍 Phoenix, AZ

1. Designed and delivered training programs tailored to diverse learning needs, improving employee performance.
2. Collaborated with internal teams to create engaging workshops, webinars, and seminars.
3. Assessed training needs through surveys and direct feedback to refine program content.
4. Maintained accurate records of training outcomes and participant progress for continuous improvement.
5. Facilitated discussions with stakeholders to align training objectives with organizational goals.
6. Developed training materials including guides, presentations, and online resources.
7. Monitored industry trends to ensure training programs remain relevant and effective.

Skills Development Specialist

Lakeside Apparel Co

📅 Mar / 2020-Mar / 2021

📍 Chicago, IL

1. Provided skills training in a community setting, enhancing clients' daily living skills.
2. Designed and executed life skills workshops for behavioral improvement in children.
3. Supported clients with mental health challenges by developing personalized action plans.
4. Coordinated with healthcare providers to ensure comprehensive care and support for clients.

EDUCATION

Bachelor of Science in Psychology

University of Illinois

📅 Mar / 2019-Mar / 2020

📍 Santa Monica, CA

Focused on human behavior and learning strategies, equipping students with skills to develop effective training programs.

SKILLS

Data Analysis



E-learning Development



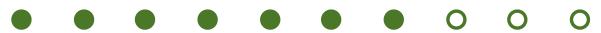
Presentation Skills



Interpersonal Skills



Time Management



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Japanese



Polish

ACHIEVEMENTS

- ★ Designed a comprehensive training program that improved staff performance by 30%.
- ★ Developed and facilitated workshops that increased employee engagement scores by 25%.