

Talent Development Program Coordinator

☑ support@qwikresume.com ७ (123) 456 7899 **Q** Los Angeles **Q** www.qwikresume.com

PROFESSIONAL SUMMARY

Dedicated Talent Development Program Coordinator with 2 years of experience in enhancing employee capabilities and fostering organizational growth. Skilled in designing and implementing targeted training initiatives that align with strategic goals, driving engagement and performance. Passionate about leveraging datadriven insights to create impactful learning experiences for diverse teams.

WORK EXPERIENCE

Talent Development Program Coordinator

Maple Leaf Consulting

May / 2024-Ongoing

Toronto, ON

- 1. Coordinated the design, delivery, and evaluation of comprehensive training programs for employees and management.
- 2. Collaborated with HR teams to implement effective talent development initiatives aligned with organizational goals.
- 3. Identified training needs through assessments to enhance leadership capabilities and communication skills.
- 4. Created and approved engaging training content, utilizing various learning methodologies.
- 5. Delivered training sessions, ensuring clear understanding and retention of materials.
- 6. Developed metrics for evaluating program effectiveness and continuous improvement.
- 7. Oversaw the strategic direction of talent development programs to meet organizational objectives.

Talent Development Manager

May / 2023-May / 2024

Summit Peak Industries

- **耳** Denver, CO
- 1. Led a team of 2 direct reports to implement talent development strategies across the organization.
- 2. Directed the development and execution of talent management initiatives for a workforce of 250 employees.
- 3. Managed succession planning and performance management processes, aligning competencies with organizational needs.
- 4. Coordinated global training programs, ensuring consistency and quality across multiple locations.

EDUCATION

Bachelor of Arts in Human Resources Management

May/ 2022

May / 2023

University of Illinois

耳 Seattle, WA

Studied principles of human resource management, organizational behavior, and talent development.

SKILLS

Learning Management Systems (Ims)



Stakeholder Engagement



Talent Development Strategies

INTERESTS

Art

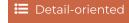
Volunteering

🜲 Hiking

🚺 Yoga

STRENGTHS

Q Criticality



Diplomacy



LANGUAGES







English

Russian

Spanish

ACHIEVEMENTS

Designed and launched a leadership training program that increased managerial effectiveness by 30%.



1 Implemented an employee feedback system that enhanced training program relevance, with a 90% satisfaction rate.