



MIA TAYLOR

Training Manager

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PROFESSIONAL SUMMARY

Innovative Training Manager with 7 years of experience in crafting and executing comprehensive training strategies that elevate team performance and foster engagement. Proficient in identifying organizational training needs and leveraging data-driven insights to develop impactful programs. Passionate about nurturing talent and driving continuous improvement in learning environments.

WORK EXPERIENCE

Training Manager 📅 Apr / 2021-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

- 1. Designed and implemented tailored training programs that align with organizational objectives and enhance employee performance.
- 2. Managed a team of 24 training specialists, leading the development of innovative training solutions and facilitating leadership meetings.
- 3. Conducted training sessions on leadership, change management, and effective communication to a diverse audience.
- 4. Addressed training needs for various departments, ensuring alignment with business goals.
- 5. Executed workshops and multi-day classes in both virtual and in-person settings, adapting to the needs of participants.
- 6. Provided strategic insights for organizational development through regular assessments of training initiatives.
- 7. Launched a comprehensive Train-the-Trainer program, equipping managers with essential coaching skills to support their teams.

Training Manager 📅 Apr / 2018-Apr / 2021
Cactus Creek Solutions 📍 Phoenix, AZ

- 1. Oversaw training for over 1500 Soldiers, ensuring compliance with Army training standards and objectives.
- 2. Coordinated and scheduled all training events, covering essential skills like marksmanship and first aid.
- 3. Developed an effective tracking system for training completion and compliance.
- 4. Conducted inspections to verify training quality and adherence to Army guidelines.
- 5. Managed the organization's website, enhancing communication and resource accessibility.
- 6. Led training sessions on substance abuse awareness and compliance, fostering a culture of responsibility.

EDUCATION

Bachelor of Science in Human Resource Management 📅 Apr / 2015 - Apr / 2018
University of Southern California 📍 Denver, CO

Focused on organizational development, training methodologies, and employee engagement strategies.

SKILLS

Microsoft Word

Microsoft Excel

Advanced Communication Skills

Active Listening Techniques

Training Documentation Management

Oracle Learning Management

INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

STRENGTHS

⚖️ Fairness

↔️ Flexibility

➡️ Forward-thinking

❤️ Gratitude

LANGUAGES

English

French

Russian

ACHIEVEMENTS

- ★ Increased training completion rates by 30% through the implementation of a new tracking system.
- ★ Developed and delivered a leadership training program resulting in a 25% increase in internal promotions.
- ★ Achieved a 95% satisfaction rating on training feedback surveys across multiple cohorts.