



MIA TAYLOR

Training Operations Manager

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Communication Skills



Organizational Change Management



Supplier Relationship Management



Time Management



Resource Allocation



Needs Analysis



INTERESTS

📖 Birdwatching 🧳 Traveling

🏆 Sports Coaching 🧶 Knitting

STRENGTHS

🔧 Pragmatism

🍃 Sensitivity

💖 Sincerity

📌 Stability

LANGUAGES



English



Mandarin



Dutch

ACHIEVEMENTS

★ Designed and launched a global training curriculum that improved compliance understanding by 40%.

★ Implemented a data-driven assessment process that increased training effectiveness ratings by 30%.

PROFESSIONAL SUMMARY

Accomplished Training Operations Manager with 5 years of experience in developing and implementing strategic training programs. Proficient in performance analysis, stakeholder engagement, and curriculum design. Passionate about driving organizational growth through innovative training solutions that enhance employee capabilities and foster a culture of continuous learning.

WORK EXPERIENCE

Training Operations Manager

📅 Mar / 2021-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Oversaw the development and execution of compliance training initiatives across multiple regions.
2. Collaborated with external vendors to design and implement multilingual training programs.
3. Conducted needs assessments to tailor training solutions to organizational objectives.
4. Managed the administration of global training assessments for diverse teams.
5. Provided strategic consultancy to regional teams on training plan execution.
6. Improved training delivery methods, resulting in increased engagement and knowledge retention.
7. Monitored training outcomes and adjusted programs to meet evolving compliance requirements.

Training Project Manager

📅 Mar / 2020-Mar / 2021

Cactus Creek Solutions

📍 Phoenix, AZ

1. Redesigned training workflows to achieve ISO9000 certification, enhancing operational efficiency.
2. Directed the development of training materials for regulatory compliance inspectors.
3. Established security protocols and layouts for training facilities to ensure compliance standards.
4. Managed training projects from needs analysis to delivery, ensuring alignment with strategic goals.
5. Implemented an innovative eLearning module that improved training access and engagement.
6. Enhanced curriculum development processes, integrating best practices for adult learning.

EDUCATION

Master of Education in Training and Development

📅 Mar / 2019 - Mar / 2020

University of Southern California

📍 Seattle, WA

Focused on advanced instructional design and training program management.