



# CHARLOTTE HARRIS

Workshop Presenter

support@qwikresume.com  
(123) 456 7899  
Los Angeles  
www.qwikresume.com

## PROFESSIONAL SUMMARY

Seasoned Workshop Presenter with a decade of experience delivering transformative workshops that engage diverse audiences. Expert in curriculum development, interactive facilitation, and fostering inclusive learning environments. Committed to empowering participants with essential skills and knowledge that drive professional advancement.

## WORK EXPERIENCE

**Workshop Presenter** Jun / 2018–Ongoing  
WidgetWorks Inc. Denver, CO

- Developed comprehensive workshop materials, including handouts, presentations, and activities.
- Developed promotional materials to effectively market workshops and increase enrollment.
- Utilized participant feedback to continuously improve workshop content and delivery methods.
- Collected and analyzed labor market data to inform workshop curriculum and job placement strategies.
- Provided one-on-one coaching and group facilitation to enhance job search skills.
- Created professional resumes and cover letters for participants to support their career advancement.
- Established partnerships with local businesses to facilitate networking opportunities for participants.

**Workshop Presenter** Jun / 2015–Jun / 2018  
Silver Lake Enterprises Seattle, WA

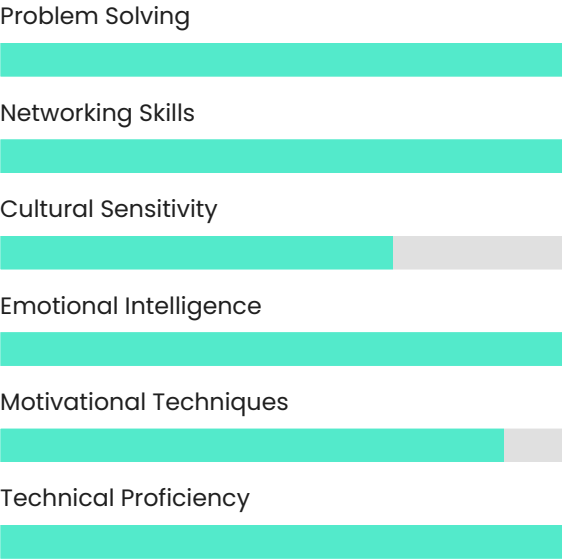
- Coordinated schedules and logistics for workshops, ensuring smooth operations and participant satisfaction.
- Led professional development sessions for colleagues to enhance workshop delivery skills.
- Encouraged open dialogue and respect for diverse ideas during workshop discussions.
- Facilitated group activities that promoted collaboration and engagement among participants.
- Collected and synthesized participant insights to refine future workshop content.
- Maintained a positive and motivating atmosphere to foster lifelong learning among attendees.

## EDUCATION

**Master of Education in Adult Learning** Jun / 2012–Jun / 2015  
University of California, Berkeley Phoenix, AZ

Focused on adult education principles and workshop facilitation techniques.

## SKILLS



## INTERESTS

- Podcasts Language Learning  
Dancing Cycling

## STRENGTHS

- Intuition Leadership  
Listening Mentorship

## LANGUAGES



## ACHIEVEMENTS

- Designed and implemented over 50 workshops, improving participant satisfaction scores by 30%.
- Developed a comprehensive feedback system that increased engagement and learning outcomes.