

Amina Patel

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SUMMARY

Enthusiastic and detail-oriented professional with a Bachelor's degree in Organizational Development and practical experience in training facilitation. Adept at creating engaging training materials and delivering effective training sessions that enhance employee performance and development.

EXPERIENCE

Training Assistant

Jan 2022 - Present

XYZ Corporation, Austin, TX

- Developed and facilitated over 20 training sessions, increasing employee satisfaction scores by 30%.
- Collaborated with senior trainers to design e-learning modules that reduced training time by 25%.
- Utilized Learning Management Systems (LMS) such as Moodle to track learner progress and engagement.

Intern - Learning and Development

Jun 2021 - Dec 2021

ABC Tech Solutions, Austin, TX

- Assisted in creating training manuals and materials, which improved onboarding efficiency by 40%.
- Conducted needs assessments to identify training gaps, resulting in the development of targeted training programs.
- Supported the rollout of a new training software, resulting in a 20% increase in training engagement.

Peer Educator

Sep 2019 - May 2021

University of Texas, Austin, TX

- Facilitated study groups and workshops for 50+ students, improving peer academic performance by 15%.
- Created interactive presentations on effective study techniques and time management, enhancing student retention.
- Mentored new peer educators, providing guidance on effective training delivery and student engagement.

EDUCATION

Bachelor of Science in Organizational Development

May 2018

University of Texas, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Instructional Design, Public Speaking, Training Needs Analysis, Performance Metrics

Tools & Frameworks: Moodle, Microsoft PowerPoint, Google Workspace