

Jasmine Lee

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SUMMARY

Dynamic Training Manager with over 7 years of experience in designing and implementing comprehensive training programs. Proven track record in increasing employee performance by over 30% through effective training strategies and innovative learning solutions.

EXPERIENCE

Training Manager

Jan 2022 - Present

Tech Innovations Inc., Seattle, WA

- Developed a new onboarding program that reduced training time by 25%, improving new hire productivity by 40%.
- Implemented a leadership training initiative that resulted in a 15% increase in employee retention over one year.
- Utilized Learning Management Systems (LMS) such as Moodle and Articulate 360 to enhance training delivery.

Senior Training Specialist

Jun 2018 - Dec 2021

Global Enterprises Corp., Portland, OR

- Led a team that delivered training programs to over 500 employees, achieving a 95% satisfaction rating.
- Designed and executed a skills assessment program that identified gaps and resulted in a 20% improvement in key performance metrics.
- Conducted workshops using Agile methodologies to foster collaborative learning environments.

Training Coordinator

Aug 2015 - May 2018

Innovatech Solutions, San Francisco, CA

- Coordinated training logistics for over 100 training sessions annually, resulting in a 30% reduction in administrative costs.
- Facilitated training sessions on software tools that enhanced team efficiency by 18%.
- Developed training materials and user guides that improved learner engagement and knowledge retention.

EDUCATION

Bachelor of Science in Human Resource Management

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Adult Learning Theory, Curriculum Development, Performance Improvement, Data Analysis

Tools & Frameworks: Moodle, Articulate 360, Microsoft Office Suite, Slack