

ED TRAINER

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Harrisburg, PA 12345
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Objective

Results-oriented professional with three years of management and staff development experience, seeking a human resources position that will utilize my human resources, training, and development skills.

Education

Pennsylvania State University, Capital College, Middletown, PA
Master of Education, Training and Development, May 2007
Current GPA: 4.0

Pennsylvania State University, Capital College, Middletown, PA
Bachelor of Arts, Psychology, summa cum laude, December 2003
GPA: 3.94

Competencies

Training and Development

- Adult learning theory
- Instructional design theory (ADDIE Model)
- Problem-solving and critical thinking
- Project management

Technical

- Microsoft Office (Word, PowerPoint, Excel)
- Macromedia Dreamweaver MX 2004

Interpersonal

- Presentation and facilitation skills
- Communication skills (verbal, nonverbal, active listening)
- Team-building and conflict resolution skills

Relevant Work Experience

Trainer/Transcriber, 2006 - Present

Pennsylvania State University, Capital College, Middletown, PA

- Design and develop instructor training manual for Underground Railroad Online Community
- Develop training modules for Underground Railroad Online Community
- Transcribe research participant interviews

Acting Regional Sales Manager, 2005

Store Sales Manager, 2004 - 2005

Assistant Sales Manager, 2001 - 2003

Zale Corporation, Chambersburg, PA & Martinsburg, WV

- Conducted staff development and management training
- Conducted new employee orientation and provide on-the-job training
- Identified staff vacancies and recruit, interview, and select applicants
- Provided current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits
- Performed difficult staffing duties, including dealing with understaffing, refereeing disputes, administering disciplinary procedures, and terminating employment

Course-based Projects

Instructional Designer, 2006 - Present

Commerce Bank, Harrisburg, PA

- Design and develop “Supervising Peers” training course

Instructional Designer, 2006 - Present

Pennsylvania State University, Capital College, Middletown, PA

- Design and develop “Facilitating Problem-Based Learning and Case-Based Learning” faculty training course

Recognitions & Scholarships

Employee Recognitions

- Golden Circle, 2005
- Assistant Manager of the Quarter, 2002

Academic Recognitions

- Penn State Dean’s List, 2000 - 2003
- The National Dean’s List, 2000 - 2003
- Penn State Capital College Certificate of Merit for High GPA, 2001 - 2003

Undergraduate Academic Scholarships

- Clarence Shock Scholarship, 2003
- Shirley Fry Fox Scholarship Fund, 2001 - 2003
- Ivin S. & Virginia D. Baer Trust Fund Scholarship, 2000 - 2003
- Hoffman Mills Scholarship Fund, 2000 - 2003
- Keystone Teachers Association Character Scholarship, 2000

Undergraduate Research Grants

- Penn State University Undergraduate Research Grant, 2003 - 2004
- Psi Chi Undergraduate Research Grant, 2003 - 2004

Activities

Professional Affiliations

- ASTD Work Place Learning & Performance, 2005 - Present
- Central PA ASTD, 2005 - Present
- American Psychological Association, 2003 - 2004
- American Psychological Society, 2003 – 2004

Academic Affiliations

- Psi Chi: The National Honors Society of Psychology, Historian, 2002 - 2003
- The Honor Society of Phi Kappa Phi, 2003

Clubs & Committees

- Penn State Capital College Task Force on Women’s Health Issues, 2002 - 2003
- Penn State Capital College Student Health Services Advisory Committee, 2001 - 2003
- Sociology/Anthropology Club, Secretary, 2003

Professional Presentations

Association Between College Adjustment Difficulties and Covert Narcissism, 2004

Poster Presentation, Eastern Psychological Association, Washington, DC.

References available upon request