

## Summary

My name is Arvilla Dafonseca. I'm 33 years old and looking forward to take a position of Assistant Athletic Trainer / Lecturer in your company. I'm certified in Project Management certification . With over 10 years of experience in Fluency in Spanish Portuguese is and Ability to motivate a team and demonstrate leadership skills. Should be a team player with good interpersonal skills.

# Dafonseca Arvilla

## Assistant Athletic Trainer / Lecturer

## Expirience

### Assistant Athletic Trainer / Lecturer Ducceschi Masters , Fall River, NY

2016 to Present

- After piloting, adjust if necessary and finalize the curricula according to feedback provided
- To ensure all necessary and relevant paperwork is completed and correctly filed in the training records
- Create & facilitate training solutions for internal users as well as Financial Advisers
- Coordinate and perform administrative functions necessary to deliver and document learning and development programs
- Ensure that all project activities have a focus on quality and conform to identified best practices
- Identifies service/operational inefficiencies and makes recommendations for value added enhancements to appropriate parties

### Associate Trainer Oakfield Mastery , Garden City, KS

2014 – 2016

- Responsible for the implementation of all training programs for the inside sales organization in Pearson K-12
- Provide ClinCheck review and clinical support to customers during educational events
- Contributes to own team/closely related teams by ensuring quality and accuracy of team output
- Delivering instructor led training, workshops, webinars and other learning events for Infrastructure Operations teams
- Functional, operational and technical requirements of all systems used by assigned functional area(s)

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in dafonseca-arvilla-8568917

## Skills

- Fluency in Spanish Portuguese is
- Ability to motivate a team and demonstrate leadership skills
- Good knowledge of file conversions from one format to other
- Excellent English and Baseline / Progressing Communication/Influence
- Compliance with and understanding of regulatory requirements
- Should be a team player with good interpersonal skills

## Reference

### Stalley Chanell

Head of Education/Training  
Ducceschi Masters

📞 329-327-1337

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**Assistant Manager / Management Trainee**  
**Gosling Edu Bureau , Conroy, IA**

2012 – 2014

- o Ensure that all the Training vendors are registered and help in vendor registrations and the renewals
- o Recruitment Duties – Advertising / shortlisting / interview & reference checks
- o Collaborate with departmental subject matter experts in the design of new training materials and updates to existing content
- o Supports aviation training exercises, (ATX), in preparation for actual real life deployments
- o Coordinate CEU compliance and distribution in collaboration with the Learning Center

**International Consultant to Develop Training of Trainers**  
**Modules on Road map**  
**Shenandoah Institute , Port Richey, FL**

2010 – 2012

- o Design and implement training programs to improve the performance, safety, and efficiency of printing press operators
- o Facilitate key training/sales events including Education Seminars, educator assessments, tradeshow classes, etc
- o Measure impact of learning solutions, help distribute reports for home office and field employees and track metrics
- o Track results after training to identify impact, transfer learning and share best practices across sites

**Student Training Coordinator**  
**East Landendiss Masters , Nashville, GA**

2009 – 2010

- o Strategically assess clients' business and identify improvement opportunities
- o Identify and make recommendations for the learning program and process improvements
- o Execute of all NHOs across functions- Liaise with Recruitment, HR and Functional Teams for the same
- o Act as the Training System 'expert' for all day-to-day issues concerning Training and Development


**Education**

**Degree in Education/Training specialisation**  
**University of Springview, NE**

2005 – 2009

**Beckey Staci**

Head of Education/Training  
Oakfield Mastery

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