

## Summary

I'm 32-old Learning & Development Senior Training Coordinator Junior Talent Nam with over 8 years of experience in Strong organizational skills and ability to meet deadlines, Strong time management and organization skills and Club building knowledge . Certified in SSL Certificate Installation and Removal and MBA, CPA, CIA and other applicable certification . A good team player with the ability to multi-task.

# Rines Annice

## Learning & Development Senior Training Coordinator Junior Talent Nam

## Expirience

### Learning & Development Senior Training Coordinator Junior Talent Nam 2018 to Present Bellefonte Edu , Cascade, VA

- Proactive, organized, and detail-oriented; able to ensure rigor and accuracy while meeting deadlines
- Plan, coordinate and evaluate advisory meetings, special events and public relations activities
- Communicating on behalf of the center to both internal and external clients/offices
- Producing scheduled and ad-hoc reports to various internal stakeholders, including Risk Managers, Compliance and HR
- Proficient in Excel, Word, Outlook, PowerPoint and use of web-based tools and resources
- Prepares training materials including manuals, reference guides, handouts and e-learning materials, maintains and updates them

### Lead Training Coordinator 2017 – 2018 Verdiguel Institute , Manchester Township, NJ

- Work with IT to assign and distribute Rosalind User Login and Pass Word information for those completing initial training
- Conduct Defensive Tactics (e.g. handcuffs, pepper spray, batons, Tasers, firearms) training
- Oversees the administration of all training documentation / records ensuring standardization within Nascote
- Design and implement position-specific Compliance curricula for all Bank employees
- Communicating on behalf of the center to both internal and external clients/offices



🏠 544 Box Elder Avenue,  
Breaks, VA 50087

📞 153-406-6376

✉ a.rines@edujobssearch.com

in rines-annice-6496149

## Skills

- Strong time management and organization skills
- Club building knowledge
- Strong organizational skills and ability to meet deadlines
- Preferred Skills: Knowledge of Banner, ADMIT, and GT Reports
- Some mechanical knowledge
- A good team player with the ability to multi- task

## Reference

### Schrivier Denis

Head of Education/Training  
Bellefonte Edu

📞 624-727-9908

✉ d.schrivier@edujobssearch.com

### Messan Ligia

Head of Education/Training  
Verdiguel Institute

📞 801-323-1465

✉ l.messan@edujobssearch.com

**Graduate Research Traineeship Program Coordinator** 2015 – 2017  
**Queeley Pro Classes , Holbrook, ID**

- o Manage employee data base related to PA enhanced OQ contracted Learning Management System
- o Assists in the administration of testing required for Job Opportunities (posting) process
- o Schedule training staff for different programs and audience Schedule different trainers for different training audiences
- o Proactive, organized, and detail-oriented; able to ensure rigor and accuracy while meeting deadlines
- o Demonstrates proficiency and accuracy in all operating systems directly related to specific job function

**Student Training Coordinator** 2012 – 2015  
**Lonabaugh Scholar Holding , La'ie, HI**

- o Proactive, organized, and detail-oriented; able to ensure rigor and accuracy while meeting deadlines
- o Provide superior customer service and meet customer satisfaction expectations
- o Review accuracy and relevance of task based training requirements, in- line with business and industry changes
- o Conduct detail line-item tracking and review of all expenses related to all Global Talent Development team

**HR Training Coordinator Internship** 2011 – 2012  
**Baribeau Academy , Marfa, TX**

- o Understand, interpret and ensure adherence to Alere Home Monitoring training standards
- o Prepare business correspondence, PowerPoint presentations, Excel spreadsheets and procedure manuals
- o Generate and administer reports to measure and track training activities and effectiveness
- o Coordinate and track the efforts of Instructional Designers and Trainers on multiple training initiatives for Spectrum Reach

## Education

**Degree in Education/Training specialisation** 2007 – 2011  
**University of Ulysses, KS**