

Name

Address
Norfolk, VA ZIP

(757) XXX-XXXX
e-mail

DIRECTOR OF TRAINING/HUMAN PERFORMANCE IMPROVEMENT

CAREER HISTORY

Over 20 years of consistently improving human performance in the workforce from the front line level, through middle management, to the senior executive level. 10,000 people trained and led to accomplish jobs representing all facets of operational, logistical, engineering, maintenance, manpower and administrative requirements across 10 diverse organizations ranging in size from 200 to 110,000 people. All mission requirements filled—all customer expectations met.

HUMAN PERFORMANCE DEVELOPMENT

- 2003 – present: Designed and implemented a multi-media approach to train workforce in the requirements of Mandatory Drug Screening, Travel Claim Liquidation, Personal Information Database, Medical and Dental Readiness, Berthing Utilization Compliance, Employee Travel Cards, Anti-Terrorism and Force Protection, Personnel Code of Conduct, Travel Request Processing, and New Employee Orientation. Conducted performance analysis of Drug Screening program and determined that simple and cost-effective printed job-aids were the solution of choice. This effort avoided \$120,000 in traditional classroom training costs. Regional Director's June 2004 performance assessment assigned organization its highest rating. Performance processes routinely cited as best practices in region. Currently organization's performance is ranked number 1 of 16.
- 2000 – 2003: Educated senior military personnel using various media in the allocation of human resources to fill ongoing worldwide, operational commitments. 12,000 personnel recalled to military active duty to prosecute the Global War on Terrorism. Awarded the Legion of Merit.
- 1995 – 2000: Utilized a variety of methods and media in training deploying forces, totaling 250 personnel, in personal and environmental safety operations, small boat operations, perimeter defense force protection, and landing forces ashore operations. Deployed fully trained detachments every 3 months—All operational commitments met. Trained 400 personnel in all aspects of military requirements for mobilization to the military active component. Awarded Chief of Naval Operations Safety Award for calendar year 1999. Awarded Meritorious Service Medal. Awarded 2 Navy Commendation Medals.
- 1993 – 1995: Directed all training efforts and curriculum review for 425 personnel in operations, communications, navigation, engineering, fire-fighting, seamanship, underway replenishment, and nuclear/biological/chemical protection and decontamination requirements. Met all operational commitments.

CURRICULUM DEVELOPMENT

- 2003 – present: Web-based Training, Computer-based Training, and tutorial simulations used to fulfill training requirements in the personal safety, environmental protection, and organizational climate assessment arenas.
- 1981 – present: Used Level I evaluation pre-tests, questionnaires, surveys, and direct observation of practical demonstrations to assess performers' knowledge, skills, and abilities. Used information to design training program consisting of classroom training, on-the-job training, and practical skill application/demonstrations (with the use of visual and auditory cues) to achieve desired results in the engineering, fire-fighting, and various combat/self-protection fields.
- Qualified as a Master Training Specialist

EDUCATION

Master's Degree in Instructional and Performance Technology, University of Maryland--24 semester hours completed; 4 in progress; 8 remaining

BS Business, University of Virginia; Charlottesville, VA

Certificate in Human Performance Improvement, American Society for Training & Development

Certificate in Program and Management Analysis, Graduate School, USDA; Washington, DC