

YURIKO RECHNER

Training Coordinator

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PROFILE

As a Training Coordinator with over two years of experience, I have successfully managed and executed a wide range of training programs while consistently meeting organizational goals and objectives. My background includes the development and implementation of innovative and effective training materials, as well as close collaboration with cross-functional teams to ensure a seamless training experience for all participants. Skilled in coordinating schedules, managing budgets, and utilizing various learning platforms, I have demonstrated an ability to adapt to new challenges and excel in fast-paced environments. With strong interpersonal and organizational skills, I have built lasting relationships and fostered a positive learning environment for both trainers and trainees alike.

LINKS

[linkedin.com/in/yurikorechner](https://www.linkedin.com/in/yurikorechner)

SKILLS

Training program development

Instructional design

Communication skills

Time management

Evaluation and assessment

Leadership and team building

Adaptability and problem-solving

LANGUAGES

EMPLOYMENT HISTORY

● Training Coordinator at Boeing, WA

Dec 2022 - Present

- Successfully coordinated and executed over 50 training programs for 2000+ employees within a year, resulting in a 25% increase in overall productivity and a 20% reduction in safety incidents at Boeing, WA.
- Streamlined the onboarding process for new hires by implementing a comprehensive training program, reducing the time taken for employees to reach full productivity by 30% and decreasing employee turnover by 15%.
- Developed and implemented a continuous learning program for 500+ engineers, resulting in a 40% improvement in skillset and a 10% increase in project completion rates.

● Assistant Training Coordinator at Amazon, WA

Aug 2021 - Nov 2022

- Successfully coordinated and scheduled over 150 training sessions for new hires at Amazon's Washington location, resulting in a 98% on-time completion rate and contributing to a 25% increase in employee productivity within the first three months.
- Streamlined the communication process between trainers and trainees by implementing a centralized online platform, reducing email back-and-forth by 60% and increasing response times by 40%.
- Developed and launched a comprehensive training evaluation system that collected feedback from over 1,000 employees, leading to a 20% improvement in training content and delivery, and an overall increase in employee satisfaction with training programs by 15%.

EDUCATION

Bachelor of Arts in Education and Training Management at University of Washington, Seattle, WA

Aug 2017 - May 2021

Relevant Coursework: Curriculum Development, Instructional Design, Educational Leadership, Classroom Management, Assessment and Evaluation, Educational Technology, Learning Theories, Special Education, Teacher Training, and Diversity and Inclusion in Education.

CERTIFICATES

Certified Professional in Training Management (CPTM)

Jan 2022

Certified Technical Trainer (CTT+)

May 2020