

Keondra Basquin

Training Analyst

Profile

Details

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123 Maple Street, Charleston, WV 25301

Training Analyst with 2 years of experience in designing, implementing, and evaluating corporate training programs. Proficient in needs analysis, curriculum development, and learning management systems. Demonstrated ability to collaborate with stakeholders to align training objectives with business goals. Proven success in improving employee performance and enhancing productivity. Strong analytical and problem-solving skills with a commitment to continuous improvement and professional growth.

Employment History

Senior Training Analyst at ManTech International Corporation, WV

Feb 2023 - Present

- Developed and implemented a comprehensive training program for over 500 employees, resulting in a 35% increase in productivity and a 25% reduction in onboarding time for new hires.
- Streamlined the training process by conducting a thorough analysis of existing materials and resources, leading to a 20% reduction in training costs and saving the company \$150,000 annually.
- Created and launched a successful mentorship program, pairing over 200 junior employees with seasoned professionals, which led to a 15% increase in employee retention and improved overall job satisfaction ratings by 10%.
- Led a team of 10 training analysts in designing and executing an advanced technical training course for 100+ employees, resulting in a 30% increase in the successful completion rate of complex projects within the organization.

Training Analyst at Leidos, WV

Sep 2021 - Dec 2022

- Developed and implemented a comprehensive training program for over 500 employees, resulting in a 25% increase in overall productivity and a 15% reduction in errors within the first year.
- Conducted a thorough training needs analysis, identifying skill gaps and opportunities for improvement across multiple departments. This led to the creation of targeted training sessions that boosted employee engagement by 30%.
- Successfully coordinated and managed the annual training budget of \$1 million, ensuring all resources were allocated effectively and consistently achieving a 95% utilization rate.

Education

Master of Science in Training and Development at West Virginia University, Morgantown, WV

Sep 2017 - May 2021