

# Sanjuanita Hoebet

## Training Assistant

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### Profile

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#### Details

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(471) 134-4062

1234 Maple St, Milwaukee, WI 53202

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Training Assistant with 1 year of experience in providing support to trainers, facilitating effective learning experiences, and ensuring smooth administrative processes. Highly skilled in preparing training materials, assisting with curriculum development, and coordinating logistics. Proven ability to multitask, work in fast-paced environments, and collaborate effectively with team members. Demonstrates strong communication, organizational, and time management skills.

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### Employment History

#### Training Assistant at Catalyst Performance Training, WI

Apr 2023 - Present

- Developed and implemented a new training program for over 200 employees, resulting in a 25% increase in overall productivity and a 15% reduction in onboarding time for new hires at Catalyst Performance Training.
- Streamlined the training materials and resources, updating outdated content and consolidating information, which led to a 30% reduction in training time and a 20% improvement in trainee comprehension and retention.
- Coordinated and managed a team of 12 trainers, ensuring consistent delivery of high-quality training across all departments and achieving a 95% satisfaction rate from both trainees and management.
- Successfully organized and executed quarterly training workshops for over 100 participants, focusing on team building and communication skills, leading to a 10% improvement in employee engagement and collaboration.

#### Junior Training Assistant at Wisconsin Athletic Club, WI

Jul 2022 - Feb 2023

- Successfully facilitated training sessions for over 150 new employees within the first six months of joining Wisconsin Athletic Club, resulting in a smooth onboarding process and increased employee satisfaction.
  - Developed and implemented an improved training curriculum that increased employee retention by 20% within the first year of implementation, reducing overall turnover costs for the club.
  - Streamlined the training assistant team's communication and project management processes, leading to a 30% increase in efficiency and allowing for more comprehensive and timely assistance in training sessions.
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### Education

#### Associate of Applied Science in Training and Development at Fox Valley Technical College, Appleton, WI

Aug 2018 - May 2022