



Takara Skiba

Training Associate

Training Associate with 2 years of experience in designing and delivering high-quality training programs across various industries. Proficient in curriculum development, e-learning platforms, and facilitation of engaging training sessions. Adept at identifying training needs, collaborating with cross-functional teams, and evaluating program effectiveness. Demonstrates excellent communication, presentation, and interpersonal skills. Committed to promoting professional development and enhancing employee performance.

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123 Maple Street, Portland, ME 
04101

Education

**Associate of Applied
Science in Training and
Development at Southern
Maine Community College,
South Portland, ME**

Aug 2017 - May 2021

Relevant Coursework:
Instructional Design, Adult
Learning Theory, Training
Methods and Strategies,
Curriculum Development,
Organizational Learning,
Performance Improvement,
E-learning Technologies, and
Workplace Training Evaluation.

Links

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

Skills

Salesforce proficiency



Zoom expertise



Microsoft Office mastery



Articulate Storyline



Adobe Captivate



Google Workspace fluency



Employment History

Training Associate at MaineHealth, ME

Feb 2023 - Present

- Successfully developed and implemented a comprehensive training program for over 500 employees at MaineHealth, resulting in a 25% increase in overall employee performance and a 15% reduction in onboarding time for new hires.
- Streamlined the training content creation process by collaborating with subject matter experts and utilizing e-learning tools, leading to a 30% reduction in content development time and a 20% increase in training efficiency.
- Conducted a thorough evaluation of existing training materials and identified areas for improvement, leading to the redesign of 10 key courses and contributing to a 35% increase in participant engagement and satisfaction.

Training Assistant at JobsinME, ME

Jul 2021 - Dec 2022

- Implemented a new employee training program that increased overall productivity by 25% within six months, resulting in higher job satisfaction and reduced turnover rates for JobsinME.
- Streamlined the onboarding process for new hires by creating a comprehensive training manual and digital resources, reducing the average time to full productivity from 3 months to 6 weeks.
- Coordinated and facilitated over 100 training sessions for more than 500 employees across various departments, ensuring consistent skill development and knowledge sharing throughout the organization.
- Conducted regular evaluations and assessments of employee performance, identifying skill gaps and providing targeted training solutions, which led to a 15% improvement in overall workforce efficiency.

Certificates

Certified Professional in Training Management (CPTM)

Apr 2022

Association for Talent Development (ATD) Master Trainer Certification

Feb 2021