

# CARLIN PICCARD

Training Officer

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## PROFILE

Training Officer with 2 years of experience in designing, implementing, and evaluating employee training programs. Proficient in identifying skill gaps, developing customized training materials, and facilitating engaging learning experiences to enhance workforce performance. Strong communication, leadership, and interpersonal skills, with a proven track record of fostering a culture of continuous learning and development.

## LINKS

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

## SKILLS

PowerPoint

Zoom

Articulate Storyline

Adobe Captivate

Microsoft Teams

Google Classroom

Moodle

## LANGUAGES

English

Portuguese

## HOBBIES

Model building

Photography

## EMPLOYMENT HISTORY

### ● Training Officer at Cintas Corporation, OH

Feb 2023 - Present

- Developed and implemented a comprehensive training program for over 200 employees, resulting in a 25% increase in productivity and a 15% reduction in employee turnover within the first year.
- Successfully trained and onboarded 50 new hires within a three-month period, ensuring their smooth integration into the team and leading to a 100% retention rate during their probationary period.
- Conducted a thorough evaluation of existing training materials and processes, identifying areas for improvement and implementing changes that led to a 30% reduction in training time and a 20% increase in employee satisfaction with the training program.
- Spearheaded a cross-functional team to develop and launch a new e-learning platform, resulting in a 40% increase in training efficiency and a 10% improvement in overall employee performance.

### ● Assistant Training Officer at Nationwide Insurance, OH

Aug 2021 - Jan 2023

- Developed and implemented a comprehensive training program for over 200 new hires, resulting in a 95% retention rate and a 30% decrease in onboarding time.
- Streamlined the training process by creating a standardized curriculum and introducing e-learning modules, leading to a 40% reduction in training costs and a 25% increase in overall employee satisfaction with training resources.
- Coordinated and facilitated 50+ workshops and seminars annually, focusing on professional development and skill enhancement for over 500 employees, contributing to a 20% improvement in employee performance metrics.
- Successfully managed a \$100,000 annual training budget, consistently meeting or exceeding targeted goals while maintaining a high level of quality in training programs and initiatives.

## EDUCATION

### Bachelor of Science in Training and Development at Ohio State University, Columbus, OH

Aug 2016 - May 2021

Relevant Coursework: Instructional Design, Organizational Development, Adult Learning Theory, Training Needs Analysis, Performance Management, E-Learning, Project Management, and Leadership Development.

## CERTIFICATES