

# EW

# Ellie Watkins

## Human resources training assistant

**Engaging HR assistant with experience in coordinating employee training and development programs**

Training-focused HR assistant with six years of experience supporting instructor-led and virtual employee training events. Skilled at preparing materials, managing attendance, and maintaining learning management systems (LMS).

## Contact



(000) 000-0000



email@example.com



LinkedIn



Raleigh, NC

## Key Skills

- Event coordination
- LMS
- Training materials preparation
- Training session scheduling
- Virtual training logistics
- Attendance tracking
- Post-training evaluations

## Education

Bachelor of Science (B.S.) in Human Resources Development

North Carolina Central University,  
Durham, NC | May 2017

## Professional Experience

**TRAINING ASSISTANT | TRIANGLE HEALTH SERVICES, RALEIGH, NC**  
MARCH 2020 – PRESENT

- Coordinate weekly onboarding training sessions for new employees and maintain LMS records
- Prepare materials, slides, and rosters for 100+ quarterly training sessions
- Collect and compile evaluation data to help improve training programs

**HR ADMINISTRATIVE ASSISTANT | SOUTHERN REGIONAL COLLEGE, DURHAM, NC**  
AUGUST 2017 – FEBRUARY 2020

- Scheduled employee professional development workshops and coordinated event logistics
- Created session guides and visual content for internal compliance training
- Helped reduce the no-show rate for trainings by 40% through improved reminders and calendar invites