



Neil Le

Corporate Trainer

Entry-level corporate trainer with 2 years of experience designing course modules, administering compliance certification exams, and building refresher programs across industrial and service settings. Launched a skills-based refresher program for 84 operations staff that raised quarterly assessment scores by 50.2% and achieved a 98.2% first-attempt pass rate on OSHA and EPA compliance exams for 112 employees.

CONTACT INFORMATION

 (601) 555-0118
 neil.le@example.com
 Laurel, MS 12345

KEY SKILLS

- Instructional Design
- Needs Assessment
- Microsoft PowerPoint
- Microsoft Excel
- LMS Administration
- OSHA Compliance Training
- Curriculum Development
- Adult Learning Principles
- Training Evaluation
- Classroom Facilitation

PROFESSIONAL EXPERIENCE

Corporate Trainer | Leaf River Industrial Group, Laurel, MS
2025 - Present

- Launched a skills-based refresher program for 84 operations staff, raising employee performance on quarterly assessments by 50.2% within 4 months.
- Designed 9 course modules covering forklift safety, hazard communication, and PPE protocols using Microsoft PowerPoint, reducing OSHA recordable incidents by 3 per quarter.
- Administered compliance exams for 112 employees, achieving a 98.2% first-attempt pass rate across all required OSHA and EPA topics.
- Consolidated 14 scattered reference sheets into a single procedure manual per department, completing revisions for 6 groups in 22 business days.

Training Coordinator | Tallahala Creek Services LLC, Hattiesburg, MS
2024 - 2025

- Developed 4 course modules for customer service onboarding, including role-play scenarios and reference guides, covering 47 new hires in the first year.
- Tracked pre- and post-training assessment scores in Microsoft Excel, documenting a 19.07% improvement in employee performance for the billing department.
- Maintained compliance certification records for 63 staff members, supporting a 98.4% on-time recertification rate across 3 quarterly audit cycles.

EDUCATION

BSBA in Human Resources Management
University of Southern Mississippi, Hattiesburg, MS | 2020 - 2024