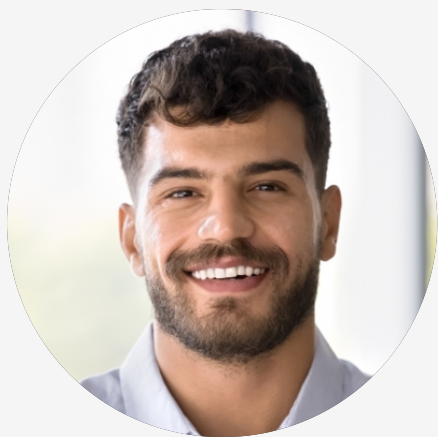




Winona, MN 12345



(507) 555-0111



aaron.ward@example.com

KEY SKILLS

- Training Needs Analysis
- Curriculum Design
- Moodle
- Excel
- PowerPoint
- Adult Learning Theory
- KPI Measurement
- Training ROI Analysis
- Budget Management
- FLSA Compliance

CERTIFICATIONS

- Associate Professional in Talent Development, ATD Certification Institute, 2025

Aaron Ward

Learning Manager

Experienced in managing L&D budgets of \$274,300 and leading trainer teams that deliver instruction across multiple departments, with 6 years of progressive learning and development responsibility. Restructured technical curricula to raise employee competency scores by 29.5% and holds an Associate Professional in Talent Development.

PROFESSIONAL EXPERIENCE

LEARNING MANAGER

WHITEWATER BLUFFS MANUFACTURING, WINONA, MN | 2023 – PRESENT

- Raised employee competency scores from 61 to 79 on internal skills assessments, a 29.5% gain, by restructuring the technical curriculum for 3 production departments.
- Managed a team of 7 trainers delivering instruction to 340 employees, increasing average output per worker by 18.9% within 14 months.
- Administered a \$274,300 annual L&D budget, reallocating \$33,400 from underperforming programs to high-impact skills labs.
- Analyzed training needs across 4 shifts using Moodle completion data and supervisor interviews, then revised 8 course outlines to close identified gaps.

TRAINING COORDINATOR

HIAWATHA RIDGE LOGISTICS, ROCHESTER, MN | 2021 – 2023

- Boosted warehouse team productivity by 15.1% over 9 months by delivering revised forklift and inventory-handling curricula to 185 associates.
- Trained 12 supervisors in coaching techniques and adult-learning principles, cutting average new-employee ramp-up time from 26 days to 18 days.
- Tracked competency assessment results in Excel for 4 quarterly review cycles, raising average post-test scores by 21.8% across the distribution center.

TRAINING ASSISTANT

ZUMBRO VALLEY HEALTH PARTNERS, MANKATO, MN | 2020 – 2021

- Supported delivery of compliance and skills training for 92 clinical-support staff, preparing materials in PowerPoint for 6 monthly sessions.
- Reviewed apprenticeship program documentation against federal EEO and FLSA standards, resolving 4 record-keeping gaps before an external audit.
- Increased post-training competency quiz scores by 75% for phlebotomy technicians after revising the hands-on practice schedule from 2 hours to 3.5 hours.

EDUCATION

BS in Business Administration

Winona State University, Winona, MN | 2016 – 2020