



Gavin Umar

Training Manager

CONTACT INFORMATION



(406) 555-0132



gavin.umar@example.com



Livingston, MT 12345

EDUCATION

BS, Business, Management Option
Montana State University, Bozeman, MT
2010 - 2014

KEY SKILLS

- Curriculum Design
- LMS Administration
- Microsoft PowerPoint
- Microsoft Excel
- Needs Assessment
- Budget Forecasting
- OSHA Regulations
- E-learning Authoring Software
- KPI Reporting
- Adult Learning Theory

ABOUT ME

Holding a Certified Professional in Talent Development credential and 12 years of experience, this training manager has scaled programs to 413 learners per year across warehouse, sales, and administrative divisions. Budget oversight has included managing an annual learning budget of \$287,650 while raising first-year employee retention from 73.9% to 86.0% through a mentorship program paired with quarterly skill assessments.

PROFESSIONAL EXPERIENCE

Training Manager | 2020 - Present

Absaroka Range Supply Co., Livingston, MT

- Scaled instructor-led and virtual programs to reach 413 learners per year across warehouse, sales, and administrative divisions by coordinating recruitment and placement of participants into role-specific tracks.
- Managed an annual learning budget of \$287,650, negotiating vendor contracts and reallocating funds quarterly to keep spend within 1.31% of forecast.
- Raised first-year employee retention from 73.9% to 86.0% by launching a 6-month mentorship program paired with quarterly skill assessments.
- Mentored 4 junior trainers on session design and facilitation techniques, reducing average course prep time from 9 days to 4 days.
- Evaluated instructor-prepared outlines, handouts, and slide decks for 23 programs each quarter, standardizing content review cycles to 48 hours per submission.

Senior Corporate Trainer | 2016 - 2020

Shields Valley Energy Partners, Big Timber, MT

- Reached 278 learners per year through safety, onboarding, and technical-skills programs delivered at 3 field offices and 1 central campus.
- Administered a \$164,700 departmental training budget, tracking expenditures in Microsoft Excel and closing each fiscal year within \$1,850 of the approved plan.
- Built upskilling programs tied to internal career ladders for 5 job families across 3 field offices.
- Coordinated placement of 46 participants per quarter into OSHA and equipment-handling sessions, maintaining waitlist turnaround under 6 days.

Corporate Trainer | 2014 - 2016

Yellowstone Basin Freight LLC, Billings, MT

- Delivered classroom and hands-on training to 142 learners per year on forklift operation, load securement, and dispatch software.
- Prepared and updated training handouts and visual aids using Microsoft PowerPoint for 7 recurring programs each quarter.
- Tracked budget line items totaling \$78,250 for materials, venue rental, and facilitator travel, submitting monthly variance reports to the

operations director.

CERTIFICATIONS

- Certified Professional in Talent Development, ATD Certification Institute | 2021