



Reza Dunbar

Training Manager

CONTACT INFORMATION



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Sedalia, MO 12345

EDUCATION

BSBA, Management

University of Central Missouri,
Warrensburg, MO
2016 - 2020

KEY SKILLS

- Needs Assessment
- Curriculum Design
- LMS Administration
- Moodle
- Excel
- PowerPoint
- Budget Planning
- Adult Learning Theory
- Training ROI Analysis
- On-the-Job Training Methods

ABOUT ME

Workforce training professional with 6 years of experience designing onboarding programs, coordinating workshops, and administering Moodle across production, logistics, and healthcare settings. Restructured a 90-day onboarding program with mentorship pairings and weekly skill checkpoints, reducing new-hire turnover from 38.1% to 23.5%. Skilled in Needs Assessment, Curriculum Design, Training ROI Analysis, Excel, and PowerPoint.

PROFESSIONAL EXPERIENCE

Training Manager | 2023 - Present

Osage Bend Manufacturing Group, Sedalia, MO

- Delivered 47 workshops annually across safety, operations, and leadership topics for 285 employees at 2 production facilities.
- Reduced new-hire turnover from 38.1% to 23.5% by restructuring the 90-day onboarding program to include mentorship pairings and weekly skill checkpoints.
- Supervised 6 trainers and managed workshop calendars in Moodle, increasing on-time session starts from 71 to 89 out of 100 scheduled dates within the first year.
- Tracked workshop attendance and post-session assessment data in Excel, shortening average scheduling turnaround from 9 days to 4 days.

Training Coordinator | 2021 - 2023

Blackwater Prairie Logistics, Warrensburg, MO

- Coordinated delivery of 31 workshops per year covering forklift operation, hazmat handling, and warehouse procedures for 174 associates.
- Lowered new-hire turnover by 18.5% within 11 months by adding a structured 2-week job-shadowing rotation to the onboarding sequence.
- Prepared training materials in PowerPoint for 8 recurring courses and uploaded supplemental resources to Moodle for on-demand access.
- Drafted quarterly training effectiveness reports for senior leadership, consolidating quiz scores and attendance logs from 174 learners.

Training Assistant | 2020 - 2021

Grand River Health Services, Chillicothe, MO

- Assisted with delivery of 23 workshops annually on patient-intake procedures, workplace safety, and new-employee orientation for 118 staff.
- Compiled new-hire feedback surveys and exit-interview data, identifying 3 onboarding gaps that contributed to first-year turnover.
- Organized classroom logistics for training sessions averaging 14 participants, maintaining material kits and room schedules for 5 conference spaces.