



Mehmet Chaudhry

Training Specialist

Training professional with 3 years of experience designing curricula, building e-learning modules in Moodle, and evaluating instructor performance for distribution and manufacturing teams. Designed 13 training programs covering safety, customer service, and technical skills for a 210-employee operation while developing training manuals with visual aids that cut new-hire reference questions to supervisors by 36 per week.

CONTACT INFORMATION



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Laurel, MS 12345

KEY SKILLS

- Moodle LMS Administration
- Curriculum Design
- PowerPoint
- Excel
- Needs Assessment
- Instructional Material Development
- Adult Learning Principles
- KPI Tracking
- Training Evaluation

Professional Experience

TRAINING SPECIALIST | CHICKASAWHAY RIVER SERVICES, LAUREL, MS 2024 - PRESENT

- Designed 13 training programs covering safety, customer service, and technical skills for a 210-employee distribution operation.
- Built 11 e-learning modules in Moodle, reducing average seat time per course from 4.5 hours to 2.8 hours while covering identical learning objectives.
- Developed and organized 7 training manuals with step-by-step visual aids, cutting new-hire reference questions to supervisors by 36 per week.
- Evaluated instructor performance across 4 quarterly observation cycles, drafting improvement plans that shortened average lesson delivery by 14 minutes per session.

TRAINING COORDINATOR | OKATOMA CREEK MANUFACTURING, HATTIESBURG, MS 2023 - 2024

- Created 6 e-learning modules in PowerPoint and Moodle for a 74-person warehouse team, logging 312 course completions in the first 9 months.
- Coordinated scheduling for 8 established courses alongside 3 community college technical programs, maintaining enrollment within 2 days of target dates.
- Tracked completion and quiz data in Excel for 74 employees, producing monthly reports that identified 5 content areas needing revision.

Education

- BSBA in Human Resources Management
University of Southern Mississippi, Hattiesburg, MS | 2019 - 2023