

CONTACT INFORMATION

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Skowhegan, ME

KEY SKILLS

- Curriculum Design
- Needs Assessment
- Microsoft PowerPoint
- Microsoft Excel
- E-Learning Development
- Adult Learning Theory
- KPI Tracking
- ISO 9001 Training
- Competency Evaluation
- Video Editing Software

Mark Robinson

Corporate Trainer

Corporate trainer with 6 years of experience designing blended curricula, e-learning modules, and leadership development programs across manufacturing and services organizations. Raised team productivity by 21% for 3 operations departments by designing a blended curriculum of simulations, team exercises, and video modules delivered over 14 weeks. Holds the Associate Professional in Talent Development credential and uses Microsoft PowerPoint, Microsoft Excel, and video editing software to build and measure training programs.

PROFESSIONAL EXPERIENCE

2023 - Present

Corporate Trainer | Sebasticook Valley Holdings LLC, Skowhegan, ME

- Raised team productivity by 21% for 3 operations departments by designing a blended curriculum of simulations, team exercises, and video modules delivered over 14 weeks.
- Reduced e-learning platform licensing costs by $11,450 per year by migrating 29 legacy courses to a single hosted system and retiring 2 redundant subscriptions.
- Increased course completion rates from 64.3% to 80.5% within 8 months by restructuring module sequencing and adding checkpoint quizzes in Microsoft PowerPoint.
- Devised a 6-month leadership development program for 18 individual contributors identified for supervisory roles, with 14 promoted within the first cycle.

2021 - 2023

Training Specialist | Kennebec Ridge Services Group, Augusta, ME

- Created 28 e-learning modules covering ISO 9001 procedures and onboarding topics, cutting new-hire ramp-up time from 19 days to 12 days.
- Onboarded 137 new hires across 4 office locations using role-playing scenarios and group discussions, earning a trainee satisfaction score of 93.4.
- Tracked training effectiveness in Microsoft Excel dashboards for 6 quarterly review cycles, presenting KPI trends to senior leadership each period.
- Evaluated trainee competency through pre- and post-assessments for 11 compliance courses, identifying knowledge gaps that informed 7 module revisions.

2020 - 2021

Training Assistant | Moosehead Lake Manufacturing Co., Greenville, ME

- Supported delivery of instructor-led sessions for groups of up to 34 employees, coordinating schedules, materials, and room setup across 2 facilities.
- Recorded attendance and evaluation data for 175 new hires during their first 90 days, maintaining records in Microsoft Access.
- Edited 14 short training videos in-house, replacing clips the team had been buying from outside vendors.

EDUCATION

BA, Communication

University of Maine, Orono, ME | 2016 - 2020

CERTIFICATIONS

Associate Professional in Talent Development, ATD Certification Institute, 2024