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JESSE KENDALL
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CORPORATE TRAINING CONSULTATION
 Results-driven training and development professional with more than seven years' experience professionally impacting performance through the design of personal training programs for the reform, enhancement, and advancement of organizational objectives. Expert in synthesizing personnel, management, and operations disciplines to meet organizational requirements and align goals with organizational values and vision. Promote employee excellence and motivate employees toward top-level performance. Core competencies include:

- Curriculum Design
- Training Development
- Needs Assessments
- Marketing Initiatives
- Sales Strategies
- Program Evaluation
- Communication
- Business Objectives
- Motivational Skills

PROFESSIONAL BACKGROUND

DALE CARNEGIE TRAINING - Miami, FL • 2006 - Present
 Dale Carnegie Trainer, 2007 - Present: Design relevant trainings and deliver engaging open sessions for the public and staff. Cultivate relationships with participants, create a safe environment, and instill a sense of security in each training session.

- Collaborated with organizational executives in the development and execution of customized on-site trainings.
- Developed curriculum that addressed all client requirements, fostered personal enlightenment and organizational reform.
- Increased employee productivity through innovative training initiatives, boosted morale, and inspired employees.

Corporate Training Consultant, 2004-2006: Held a book of business through relationships developed with key decision makers as well as expert prospecting and networking. Delivered powerful presentations at Chamber of Commerce and Rotary Club meetings to promote the services of the organization and build new business. Consulted with potential customers to confer on critical business issues/requirements facing the organization.

- Presented persuasive arguments on the advantages of corporate training services.
- Addressed client requirements, developed effective training solutions, authored proposals, and outlined solutions based on business needs in advancement of training services.
- Earned sales awards for excellence in performance in the past two consecutive years.

Corporate Trainer, 2004-2006: Coordinated joint projects and initiatives with the Training Department, support organizations, and production teams, including call center, order processing, and billing operations. Modified and created curriculum based on process specifications or production observations. Designed and developed courses, instructional materials, online media, and evaluations. Facilitated technical, functional, and soft-skills training for new and existing employees, including management and leadership training.

- Successfully organized multiple activities and projects delivered within specific time frames.
- Conducted needs analysis for user groups based on analysis to determine training needs and learning strategies.
- Analyzed evaluation results and provided feedback to management on effectiveness of curriculum and delivery.

EDUCATION
 Master of Instructional Design and Technology, 2006, XYZ State University, Miami, FL
 Bachelor of Science in Business, Computer Information Systems, 2004, XYZ State University, Miami, FL

CERTIFICATIONS
 Certified Project Management Professional (PMP) - Certified in Healthcare Compliance (CHC)

SOFTWARE & PROGRAMMING
 Proficient in MS Office (Word, Excel, PowerPoint, Access, FrontPage, Project, Visio, Visual Basic), HTML, JavaScript, Dreamweaver, Flash, Fireworks, Blackboard, WebCT, Learn.com, CMOSS, JCL, SQL



HR PROFESSIONAL CONSULTANT SAMPLE RESUME

1010 South Street, New York, NY 10003
 (212) 204-5645
 john.doe@gmail.com

HR Professional Consultant with over 10 years of experience in recruitment within a professional services organization in addition to managing projects. Possesses a B.A. in Sociology and the ability to conduct HR audits.

PROFESSIONAL EXPERIENCE

WANDER LLC Boston, MA
HR Consultant September 1998 – Present

- Partner with HR generalists/consultants to design and implement Outsourcing enabled HR Service delivery models and advise on best practices
- Assist in supporting clients by providing guidance through the various procedures from start to finish
- Maximize the use of technology to provide effective and efficient delivery of services
- Analyze call data to identify trends, increasing annual revenue to a total of \$34M
- Guide 12 supervisors and 8 managers in the application of the corrective action
- Assess training and development needs within assigned departments

ANNEKE VAN CORPORATION Boston, MA
HR Consultant September 1998 – Present

- Provide consulting services to our hourly restaurant employees on Employee Relations concerns
- Utilize HR expertise to provide consulting services to Field Staff, Owner Operators, Restaurant Management and other internal customers in all people areas
- Support in executing project plans on engagements from analysis through implementation
- Assist with the benefits process and helps ensure all clients are aware of benefits
- Explain the salary determination process to supervisors and managers
- Effectively allocate dollars based on individual and organizational performance

EDUCATION Chicago, IL

COWELL UNIVERSITY
Bachelor of Arts in Sociology, June 1995

- Graduated Magna Cum Laude
- Captain of 2 teams, CU Garden Bowls and CU Indoor Bobsleigh
- Awarded League Winners Medal for CU Garden Bowls League 1

ADDITIONAL SKILLS

- Knowledge of HR Milestones
- Knowledge of various HRIS
- Ability to conduct HR Audits

Client reports examples. What should be included in a consultancy report.

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