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## Systems Trainer Resume

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### Job Objective

Seeking the opportunity to fill Systems Trainer's position with a growing organization.

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### Highlights of Qualifications:

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- Vast experience in providing hands-on instructor-led software training
  - Working knowledge of Web Based training and e-learning models
  - Profound knowledge of electronic and billing systems
  - Familiarity with federal grants management processes, principles and practices
  - Proficient with Excel, Word, Visio and PowerPoint
  - Ability to generate clearly written documents in appropriate format
  - Ability to assess current and future training needs
  - Ability to maintain confidentiality and other professional standards of conduct
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### Professional Experience:

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Systems Trainer  
SMDI, Inc., Ville Platte, LA  
February 2009 – Present

- Supported and maintained systems training materials.
- Developed and modified health record systems.
- Trained students on HMS system process.
- Maintained project policies, procedures and progression of work.
- Planned and organized training activities of system applications.
- Delivered training programs in classroom and e-learning setting.
- Prepared user manuals and training tests.

Systems Trainer  
L-3 Communications, Ville Platte, LA  
September 2005 – January 2009

- Prepared and delivered course on systems training.
  - Carried out systems validation training.
  - Performed system tests as per established standards.
  - Established, maintained and organized training plans.
  - Conducted training programs in e-Learning settings and classroom.
  - Tracked training events and developed training methods.
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### Education:

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Bachelor's Degree in Engineering  
Briarcliffe College, Bethpage, NY

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