

Laura Benson

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Objective

Acquire a training management position utilizing my management, software, and training skills.

Employment History

Acme Training Co. November 2009–Present
Farmington Hills, MI

Founded in 1985, Acme Training Co. is a national provider of employment staffing services in the United States. The company size is 10,001+ employees and specialties include screening, skill assessment, specialized-skilled employees, and placement of temporary, seasonal, temp-to-hire, and direct hire employees.

Technical Training Supervisor

- Supervise all marketing, network administration, and sales for technical training programs.
- Maintain all status reports and time sheets.
- Estimate costs of training procedures and manage them within company budget.
- Evaluate instructors' techniques to ensure training is thorough and effective.
- Prepare proposals and bids for contracts up to \$2,000,000.
- Research industry trends and develop new program courses aimed to enrich careers.
- Keep Vice President of Training updated on status of projects.

Weston Consulting May 2005–November 2009
Southfield, MI

Weston Consulting is a 200+ employees firm that focuses on I.T., Management, and Technology Consulting for top transportation and auto clientele. Core capabilities include Network Infrastructure, Server-Based Computing, Remote Access, and Storage Virtualization with specialties in System Integration, Microsoft, and Citrix.

Technical Training Coordinator

- Coordinated with network administrators and customer service to establish and develop on-site training programs.
- Organized all class scheduling, new course introductions, and trainer orientation.
- Monitored new employee orientation and training.
- Streamlined training process through development of customized training programs.
- Assigned instructors to conduct pertinent training.
- Provided on-site support for staff participants at training events.
- Evaluated training assessment reports and provided findings to Training Director.

Creggs Staffing Solutions February 2001–May 2005
Royal Oak, MI

Creggs Staffing Solutions is a Midwest-based company specializing in temporary, temporary-to-hire, and direct-hire employee placement. The privately held company has over 150 employees and focuses on Engineering, Manufacturing, and Information Technology Industries.

PC Training Specialist

Corporate Marketing Manager

- Produced training programs and seminars for management, team building, and employee orientation.
- Developed customized training for client-specific needs.
- Developed application software training for employees and management.

- Administered software tests for training evaluations.
- Supported customer service with all major software applications.
- Provided application software training to employees, management, and clients.
- Maintained all internet-based marketing materials.
- Organized all trade show and job fair participation including coordination of on-screen presentations, promotional items, and marketing.
- Managed all web, radio, TV, and print advertising.
- Designed all corporate marketing materials for web, newspaper, and magazine ads and promotions.
- Operated as Editor-and-Chief of corporate newsletter.

Computer and Internet

- Software specialist for Windows Vista–Windows 8, Intuit QuickBase, Microsoft Office Suite 2013, Lotus 123, Internet Explorer 8–10, and Mozilla Firefox 20.
- Maintained company website as project manager
- Performed Internet-based research for recruiting, advertising, and training purposes.

Education

Wayne State University

BA—Major: Marketing/Minor: Finance

Professional Associations

Advisory Board Member of PC Professionals Michigan Chapter

Society for Human Resource Management (SHRM)

American Society for Training and Development