

Hello,

With a solid background in managing, designing, developing and deploying leader-led and online training programs, I know I will be an asset to your team.

I have acquired extensive experience in the design, delivery and management of instructor led and E-Learning programs.

My ability to identify the needs for training materials/programs has contributed to my overall success as a manager, training developer and coordinator. I have had the opportunity to work with multiple high-performance teams in developing and deploying effective training programs for diverse technical systems.

I have personally created and implemented multiple instructor-led and E-Learning programs that have proven to be very successful. I am technically sound and keep up-to-date with emerging industry trends and technologies so that I can stay one step ahead of the competition.

I am fluent in the use of Camtasia, Captivate, Articulate Suite, Articulate Rise and Articulate Storyline for the development of Rapid E-Learning.

I strive to develop and implement innovative solutions that support overall organizational goals and objectives. Not only am I able to create the training programs, but I am adept at facilitating training as well. I enjoy assisting others and have a unique way of conveying knowledge that allows the training participants to soak up the information for future use.

I would welcome the opportunity to discuss your project, and hope we can arrange a mutually convenient time for us to meet. In the interim, I thank you for reviewing this letter and the accompanying material. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely yours,

Thomas Banfalvi