
Sample Handbill

Director of Training and Development

sample@myemailaddress.com

630.999.9999

TRAINING AND DEVELOPMENT MANAGER

Expert and impact generating facilitator and trainer at multi-organizational levels. Empowers people through both group facilitation and one-on-one personalized coaching focused on goal setting and action plan development. Author of two books and ex-Radio Show Host.

KEY ACCOMPLISHMENTS

- Decreased account receivable processing time by 90% through development and implementation of sophisticated computer program that transformed cumbersome manual entry process into an integrated automated system. Implementation plan involved development of user manual and train-the-trainer program
- Improved morale, increased productivity and reduced conflict for a major hotel chain's sales and marketing department. Results achieved through conducting temperament assessment testing, Management Coaching and running soft skills training workshops. Core of implementation plan centered on improving communication and information flow and department restructuring.
- Reduced error rate by 95%, lessened downtime and streamlined operations for employee benefits firm by redesigning operational procedures for an entire department. Implementation included computer program development, quality control measures and training manual creation and train-the-trainer program.
- Author of two books and Radio Show Host. Foundation of programs built on helping people discover their uniqueness and make positive changes in their lives.

EXPERIENCE

Extensive experience in designing, developing and presenting both internal and external training programs at multiple organizational levels for groups of all sizes.

Educational, technical, policies and procedures, train-the-trainer, soft skills and team building.

Professional Affiliations: ICF, CCF

COMPANY

TITLE

My Last Company (2005-Present)

Training and Development Manager

My Second Company (1999 – 2005)

Consultant/Trainer

My First Company (1987 – 1995)

Account Manager/Consultant/Trainer

Target Market

Western Suburbs, Geneva to Oak Brook , Naperville to Schaumburg. Will Consider Chicago
Willing to travel, Not open to relocation

COMPANIES

McDonalds

EMC2

NaviStar

Sara Lee

Accenture

Eby-Brown

Sodexo

Tellabs

Calamos Investments

ConAgra

Google

Millward Brown

Follett

McGraw Hill

IKON

Notes and Ideas:

**HEAVY / CIVIL CONSTRUCTION
PROJECT MANAGEMENT PROGRAM MANAGEMENT**

Road, Bridge, Airport, Rail and Water Projects

High-Profile Projects

I-355 South Extension
Soldier Field

Midway International Airport
O'Hare International Airport

DFW International Airport
Sikorsky Memorial Bridge

Targeted Positions

- | | |
|---|---|
| <input type="checkbox"/> Senior Project Manager | <input type="checkbox"/> Vice President of Construction |
| <input type="checkbox"/> Director of Construction | <input type="checkbox"/> Consultant |

Targeted Search

- Heavy/Civil Construction Companies with problems or special projects
- Engineering Companies providing Program Management services
- Construction Management Companies
- Mid-Sized Heavy/Civil Construction Companies, \$50 million to \$250 million in Annual Revenues
- Consultants to Construction Industry
- International Construction
- Tollway Contractors** **IDOT Contractors** **Airport Contractors**

Targeted Companies

- | | |
|--|--|
| <input type="checkbox"/> Ragnar Benson Construction (Park Ridge) | <input type="checkbox"/> K-Five Construction (Lemont) |
| <input type="checkbox"/> Lorig Construction (Des Plaines) | <input type="checkbox"/> S.A. Healy Company (Lombard) |
| <input type="checkbox"/> Dunnett Bay Construction (Glendale Heights) | <input type="checkbox"/> The Pernix Group (Lombard) |
| <input type="checkbox"/> Albin Carlson & Company (Addison) | <input type="checkbox"/> Indie Energy Systems (Evanston) |

Past Employers and Projects

- R.W. Dunteman Company**, Addison, IL – Two concurrent projects on the I-355 South Extension
- Chicago Program Consultants**, Chicago, IL – Chicago Airport System's Capital Improvement Program, Midway International Airport and O'Hare International Airport
- Kenny Construction Company**, Northbrook, IL – Soldier Field Renovation project

Naperville, IL

2611-5
2/17/10

Who I Am...

Sales Professional

Experienced in product launch, sales support, government and national account development. Expertise in sales, sales management and training for success.

What I Do...

Sell Maintenance, Repair, and Operations (MRO) products to Industrial and Governmental customers to fulfill their facility maintenance requirements.

- Focused on government customers. Trained MW sales force to exploit this segment. Used the GSA schedule and targeted buying influences to increase '09 sales by 30% over '08.
- Gained support of Pacific Mountain Region Sales VP. Influenced buy-in of 9/10 DMs to drive success of 36K Fastener Launch in '06.
- Captured \$17M in sales through 80 opportunities pursued

How I Add Value...

By using my selling and sales support skills, I can:

- Influence top and bottom line
- Develop new business from existing customers
- Target and develop new customers
- Work with/train sales staff to achieve goals

Professional Experience...

MRO Industry

Interline Brands-2008-2010

W.W. Grainger-1998-2007

Target Positions:

Sales/Sales Management

Target Industries:

Industrial Distribution,
Suppliers to Industrial
Distribution

Desired Contacts:

VP Sales, Director of Sales and
Marketing, Sales Manager

Target Market...

- Chicago based
- Size-\$50M-200M

Target Companies:

Distributors	Suppliers
McMaster Carr	Bosch
MSC	DeWalt
Motion Industries	Milwaukee
Hagemeyer	Sloan
Praxair	Bradley
AAMRO	Acorn
Fluid Management	Bostitch
Ferguson	Kohler
Gerber Plumbing	Chicago