



Jane A. Smith

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CORPORATE TRAINING SUPERVISOR – 6 YEARS' EXPERIENCE

Dynamic professional with extensive experience as a Corporate Training Manager in the financial services sector. Provides detail-oriented work with self-motivated philosophy to strive toward group-oriented successes and holistic, district-wide goals & objectives. Demonstrates ability to collaborate seamlessly across departments, training students from diverse backgrounds both racially & economically. Thorough understanding of standardized learning & assessment.

EDUCATION

Master of Arts in Education – M. Ed (Summa Cum Laude) | Ashfield University
B.A. Education – B. Ed | Northern Kentucky University

DIGITAL TECHNIQUES

Microsoft Office
Google Suite
Microsoft Office

WalkMe
Gimp
Adobe Suite

Curriculum Development
Organization
Evaluation & Assessment

PROFESSIONAL EXPERIENCE

Digital Training Advisor

Source Management, Inc. | Dublin, OH | 2022 – Present

- Designed, configured, approved, & maintained all components of the WalkMe website marketing software within the Enterprise Engagement Platform (EEP) and Salesforce training program
- Created layered audience lists from customer personas and launched campaigns **based on seasonal trends**
- Collaborated cross-functionally with LOB Project Managers, IT Developers, & the OCM team to **develop & execute integrated engagement strategies** within Salesforce and communicate enterprise updates within the Agile timeline

ESL Training Specialist

Agent Orange | Cincinnati, OH | 2019 – 2021

- Administered an ESL program for 150+ non-native-English-speaking learners across more than 35 languages
- Assembled & facilitated effective, high-impact modules for **C - Level administration and district-level personnel** including the Portfolio Scoring Training, Technical Training, LMS Training, & Google Platform Training teams
- Built programs across locations to maintain strong, cross-functional partnerships with teachers & administrators
- Planned & organized curriculum to gain district approval and to **meet compliance & regulated requirements**
- Mentored Educational Assistants and new hires on leadership development, schedule management, instructional best practices, organizational capabilities, & compliance with state standards and federal regulations
- integrated engagement strategies** within Salesforce and communicate enterprise updates within the Agile timeline

Professional Educator

Clark Co. High School | London, OH | 2019 – 2020

- Assisted with English & Writing team to design English & Writing school curriculum, leading to **highest Writing Portfolio scores districtwide** for 3 years in a row
- Organized & led team meetings to relay administrative updates & developing policies; regularly provided industry updates during meetings & invited feedback on innovative solutions