

Training Supervisor

KAREN R. LARSEN

TRAINING SUPERVISOR AND EMPLOYEE DEVELOPMENT SPECIALIST

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OBJECTIVE

To serve as training director and help build an employee development center in large corporation needing extensive staff development.

EXPERIENCE

Training Coordinator, METROPOLITAN NATIONAL BANK, New York City, 1990-present. Helped organize the training department of this large bank, designing and programming courses, interviewing teaching and technical staff. Launched rehabilitation program for dropouts and hard-core unemployed.

Assist in administration. Confer with training director in designing courses, buying equipment, and managing staff of 26. Help establish standards for teaching personnel.

Develop programmed courses. Survey teaching equipment market for cassette courses, programmed courses, and teaching aids that can be adapted to our needs. Write teaching manuals and help develop courses on tape recorders and transparencies.

Supervise opportunity program. Serve as director of opportunity program that I launched, hire teachers, select aids, and design courses in English, mathematics, and bank skills.

Staff Instructor, LAGUARDIA LIFE INSURANCE COMPANY, New York City, 1985-1990. Taught courses in supervisory and executive skills, communication, and employee relations.

Instructor in Industrial Psychology, STUYVESANT JUNIOR COLLEGE, New York, 1984-1985.

EDUCATION

Master of Arts, Psychology, GRADUATE SCHOOL OF ARTS AND SCIENCES, MACDOUGAL UNIVERSITY, Ottawa, Canada, 1984.

Bachelor of Science, Business Education, MONTCLAIR STATE COLLEGE, Montclair, New Jersey, 1982.

REFERENCES

References will be furnished on request.