

Dustin Allen Pettit

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Education

Master of Arts, in progress
University of Colorado Denver
Information & Learning Technologies, Option: eLearning
Bachelor of Science, May 2010
Ball State University, Muncie Indiana
Major: Criminal Justice & Criminology

Work Experience

Senior Training Specialist, BI Incorporated
Boulder, Colorado, December 2014 - Present
Anderson, Indiana, November 2010 - December 2014

Responsibilities

- Develops new training programs and upgrades existing programs for internal employees and external customers
- Creates and manages eLearning training courses for internal staff and external customers
- Conducts in person training and classes for internal staff and external customers
- Facilitates online training via multiple webinar platforms
- Works with the management to develop training courses and documents to address identified training needs for internal employees and external customers
- Drives efforts, in conjunction with the Marketing Department, to develop effective and appealing training materials for new products, software, or initiatives
- Provides feedback to management regarding training effectiveness
- Drives development of new courses and curriculum as requested by management
- Responsible for the development and maintenance of the annual training calendar
- Responsible for the maintenance of learning management system for all training information and records, including training logs and tracking system for internal certification process
- Provides management with data regarding training hours completed

Summary of Skills and Experience

- Fast Learner
- Excellent Public Speaking Skills
- Excellent Written Communication Skills
- Fluent in Microsoft Office (Word, Excel, PowerPoint)
- Proficient in eLearning authoring softwares: Articulate & Adobe Captivate
- Proficient with webinar platforms: GoToMeeting & Adobe Connect

References available upon request