

Veverly M. Edwards
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Objective:

To obtain a position with responsibilities including training, problem solving, multi-tasking, planning, organizing, program development and coordinating in an environment where there is a need to assure broad cooperative effort through the use of sound planning and strong administration skills of persuasion to achieve goals.

Education:

- University of Memphis MFA Creative Nonfiction - Present
- University of Idaho Ed/Specialist Degree - Adult Organizational Learning and Leadership - 2010
- University of Idaho Master's Degree - Curriculum Development - 2010
- Memphis State University Bachelor's Degree – Journalism - 1987

Employment:

The Pinch Journal/University of Memphis **08/2016 – Present**

Genre Editor/Reader

Discover unpublished literature that best represents the magazines aesthetic, copy edit, and assist with layout of accepted works; assist with fundraisers, conferences and festivals.

Medtronic's/Covidien (contract) **09/2015 – 11/2015**

Irvine, CA

Training Specialist II (Neurological Implants)

Developed and facilitated training and educational programs for operations team; also responsible for new employee orientation and onboarding. Maintained records of training activities and employee progress and monitored effectiveness of programs.

Soft Train Inc.

Santa Ana, CA

12/2013 – 01/2015

Training Specialist

Analyzed training programs to assess training needs of clients. Designed training programs using job analysis, and task analysis. Developed training programs utilizing the objectives established during the analysis process, implemented and evaluated training.

Porter House Inc.

Idaho Falls, Idaho

Contract Positions

Training Specialist

Material Fuel Handling (Contract)

03/2012 – 08/2012

Responsibilities entailed collecting data on approximately 60 tasks. Used the ADDIE model to identify the tasks and related knowledge and skills required to perform the job duties. Evaluated the data using the recent job tasks analysis to eliminate obsolete tasks. Updated tasks list, qualification cards, and task to training matrix to reflect changes. Presented management team with suggested changes to their task lists. Used TimeTracker Project Management software to keep clients and management informed on project development.

Training Specialist

01/2012 – 03/2012

Idaho National Lab/Bus Operations (Contract)

Developed on the job training for Bus Operation's shop qualifications. Used the ADDIE model to identify the tasks and related knowledge and skills required to perform the job duties. Used Laboratory Manuals and Manufacturer's Manuals to identify required tasks. Facilitated tabletop analysis with management team to identify task lists. Developed eleven on the job training checklists from approved task list. Used TimeTracker Project Management software to keep clients and management informed on project development.

Training Coordinator/Specialist

03/2011 – 01 /2012

Integrated Waste Treatment Unit Project (IWTU)

Coordinated training for approximately 300 employees including the management team for start-up of IWTU Project. Also responsible for delegating duties to two assistant coordinators. Assisted with developing qualifications and training codes. Maintained training records using the TRAIN Learning Management System. Assigned training to employees depending on their job codes and responsibilities. Assessed employee's skills and assigned training accordingly. Using the Learning Management System, assigned training, scheduled training, documented training, and maintained system for retraining updates. Liaison between regulatory training/Human Resources and management team. Used TimeTracker Project Management software to keep clients and management informed on project development.

Porter House Inc.

09/2007 – 09/2008

Idaho Falls, ID

Training Specialist

Analyzed training programs to assess training needs of clients. Designed training programs using job analysis, task analysis, and task to training matrix. Developed training programs utilizing the objectives established during the analysis process. Implemented the training using a pilot group to evaluate the material and the process. Assisted in developing a Policy and Procedure Manual for the company. Also assisted in developing a company newsletter.

Idaho Department of Commerce and Labor

01/2007 – 04/2008

Idaho Falls, ID,

Workforce Consultant

Assessed employment barriers; guided clients in forming and meeting employability development plans; managed a client caseload and perform follow-up; selected,

administered, and scored tests; interpreted results of aptitude and skill tests; negotiated agreements and signed on-the-job training contracts; monitored customer satisfaction, program effectiveness, participant progress, and program requirements; prepared reports on program participation, activity, and impact; designed job training workshops and facilitated workshops; maintained program expenditure ledgers; provided liaison with local groups to include employer groups, veterans organizations, Chambers of Commerce, schools, etc.; promoted use of local office services.

Century 21/Advantage

11/2005 – 08/2008

Ruiz Team

Idaho Falls, ID 83402

Sales Associate

Counseled and informed clients of rules, regulations, and guidelines pertaining to real estate. Ascertained client's expectations and concerns regarding selling and purchasing property; interpreted, prepared, and negotiated contracts and other legal documents pertaining to the sale of property; managed the sale, acquisition and disposition of property through effective coordination of all suppliers, agents, brokers, and sub-contractors; coordinated home inspections, appraisals, and final inspections; formulated listing presentation, prepared market analysis, provided net proceeds statements, devised plans to market and advertised to procure buyers for property. Utilized Microsoft Publisher to produce flyers, post cards and other print media.

Lester Hubbard Realtors

03/1996 - 08/2004

Memphis, TN 38134

Affiliate Broker

Counseled and informed clients of rules, regulations, and guidelines pertaining to real estate. Ascertained client's expectations and concerns regarding selling and purchasing property. Prepared, interpreted, and negotiated contracts and other legal documents pertaining to the sale of properties. Managed the sale, acquisition and disposition of property through effective coordination of all suppliers, agents, brokers, and sub-contractors. Coordinated home inspections, appraisals, and final inspections. Formulated listing presentation, prepared market analysis, provided net proceeds statements, devised plans to market and advertise to procure buyers for property. Utilized Microsoft Publisher to produce flyers, post cards and other print media.

Licenses and Certificates

- ◆ Licensed Real Estate Agent
- ◆ Human Resource Certificate
- ◆ Performance-Based Training Instructor Certificate

Community Outreach

- ◆ Arts Project – Shady Grove Baptist Church
- ◆ tnAchieves Mentor (Westwood High School)
- ◆ Volunteer – Memphis Center for Independent Living
- ◆ Health Committee Chair – Orange County, California NAACP
- ◆ Cultural Broker – Orange County/Volunteer Family Services

- ◆ Patient Safety Activist/Advocate – Consumers Union Safe Patient Project
- ◆ Career Coach- Wise Place Women’s Shelter
- ◆ Career Coach – VetNet/Working Wardrobes
- ◆ Women’s Conference Presenter - Idaho Falls, Idaho
- ◆ Ministry Leader -St. Anthony Youth Detention Center
- ◆ Entertainment Chair -2012 Annual Martin Luther King Jr. Banquet
- ◆ Judge for Annual Diversity Essay Contest- Idaho Falls, Idaho