

RANI D. BUSH

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OBJECTIVE

Project Coordinator / Trainer

SUMMARY OF QUALIFICATIONS

A highly organized, detail-oriented professional with outstanding communication skills who designs and delivers state-of-the-art curricula while facilitating growth in challenging and diverse environments.

RELEVANT EMPLOYMENT HISTORY

Smart City Networks, Las Vegas, NV 2006 - present

Customer Sales & Service Representative and Training Assistant

- Train staff and create training curriculum increasing efficiency by 50%.
- Team leader for 10 customer sales & service representatives.
- Provide general help desk support for conventions at over 30 facilities including installation, trouble ticketing, and equipment & network troubleshooting.
- Data entry of telecommunication orders for nationwide trade shows utilizing proprietary software.
- Experience with analog & digital telecommunications and networking technology including PBX systems, point-to-point networking, VLANs, Ethernet, and wireless.

Instructional Design, Las Vegas, NV 2008 - present

Consultant

- Collaborated in the completion of 8 training manuals & 5 PowerPoint presentations.

AIDS Project Los Angeles, Los Angeles, CA 2003 - 2006

Training Consultant (via Las Vegas Office), 2006

Program Manager, 2004 – 2005

Evaluation and Training Specialist, 2003 – 2004

- Managed 2 Los Angeles County programs and a California training and technical assistance program.
- Collaborated in the design of 12 training manuals, 14 PowerPoint presentations, and other training materials.

The Urban Institute, Washington, D.C. (via Los Angeles office) 2001 - 2003

Training Consultant, 2002 – 2003

Regional Coordinator / Trainer (via Progressive Management Resources), 2001 – 2002

- Successfully trained 29 staff members, and over 500 research assistants.
- Coordinated the start-up of 7 research sites in different U.S. cities including facilitating 16 start-up workshops.
- Collaborated in the design of 8 training manuals, 4 PowerPoint presentations and other workshop materials.
- Evaluated and ensured adherence to protocol set forth by project design.
- Oversaw the work of 24 staff members at 7 research sites in the completion of over 1,000 research reports.

University of California, Santa Barbara, CA 1996 - 1999

Teaching Assistant, 1996 – 1999

Coordinator, Department of Sociology Teaching Assistant Training Workshop, 1996 – 1998

- Collaborated in the design of training materials, workshop schedules and facilitating workshops.

EDUCATION

Masters of Arts, Sociology, University of California, Santa Barbara, CA1999

Bachelor of Arts, Sociology / Peace and Justice Certificate, Tufts University, Medford, MA1993

PROFESSIONAL AFFILIATIONS

American Society for Training and Development2003 – present

- Earned “2006 Director’s Distinguished Service Award” for work on “The Wisdom of ASTD-LA 2006.”
- Currently a member of the Las Vegas Study Group for the “Certified Professional in Learning and Performance” certificate (CPLP).