

RANI D. BUSH

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OBJECTIVE

Trainer / Instructional Designer

SUMMARY OF QUALIFICATIONS

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

RELEVANT EXPERIENCE

- Designed 12 training manuals, 14 PowerPoint presentations, and a diverse range of training materials
- Successfully trained over 40 staff members, 500 research assistants and 120 workshop participants
- Coordinated and facilitated over 25 workshops on topics including capacity building and evaluation
- Coordinated and facilitated over 16 start-up workshops at eight research sites in different U.S. cities
- Highly Proficient in Microsoft Word, Excel and PowerPoint
- Worked with ACASI software, Dreamweaver and Snagit

RELEVANT EMPLOYMENT HISTORY

Instructional Design, Las Vegas, NV

Independent Contractor, 2008 - present

Clients include Renaissance Works and Nomos Consulting

Smart City Telecommunications, Las Vegas, NV

Customer Sales & Service Representative II & Training Assistant, Corporate Office, 2008 - present

Customer Sales & Service Representative, Corporate Office, 2007 – 2008

Customer Sales & Service Representative, Las Vegas Convention Center, 2006 – 2007

Provided support for internal staff & exhibitors at convention center trade shows across the country.

AIDS Project Los Angeles, Los Angeles, CA

Training Consultant, 2006

Program Manager, 2004 – 2005

Evaluation and Training Specialist, 2003 – 2004

Projects included the Evaluation Building Capacity Training Project, the HIV Peer Support Training Services Project, the Cornerstone Initiative for Prevention with Positives Programs, and the Acción Mutua Capacity Building Assistance Program. These projects have been funded by various governmental agencies.

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

Training Consultant, 2002 – 2003

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

Projects included the National Housing Discrimination Study, Phases II & III and the Disability Discrimination Study. All were funded by the Department of Housing and Urban Development.

University of California, Santa Barbara, CA

Teaching Assistant, 1996 – 1999

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

Tufts University School of Medicine, Boston, MA

Editorial Assistant, Molecular Biology and Microbiology Department, 1991 – 1995

Secretary / Staff Assistant, Physiology Department, 1988 - 1992

EDUCATION

Masters of Arts, Sociology, June 1999, University of California, Santa Barbara, CA

Bachelor of Arts, Sociology / Peace and Justice Certificate, June 1993, Tufts University, Medford, MA

PROFESSIONAL AFFILIATIONS

American Society for Training and Development, Member 2003 – present

Earned "2006 Director's Distinguished Service Award" for work on "The Wisdom of ASTD-LA 2006"

WORKSHOPS THAT I HAVE HELPED DESIGN AND / OR FACILITATE

University of California, Santa Barbara's Teacher's Assistants Workshop
Housing Research Testers' Training
A Practical Approach to Program Evaluation Workshop
Laying the Foundation for Prevention for Positives Programs Workshop
Survey Development Workshop
Microsoft Excel for Program Evaluation Workshop
Peer Support Service Delivery Training
Recruitment for HIV Prevention Programs
Focus Groups Workshop
Group Facilitation Workshop
Motivational Interviewing Workshop
Smart City's New Employees Training
Internet, Telephone, Electrical and Plumbing Protocol for Smart City
Smart City's AESOP (Proprietary Database) Training