

Amy K. Nelson

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Profile:

Dedicated and reliable training and development professional with a background in developing and conducting educational programs for diverse subject matters. Experienced in the delivery of training and education to diverse groups of students, employees and customers. Adept at leveraging technology to facilitate learning across multiple platforms. Skilled in assessing and aligning training and educational programs to the proper audiences and educational goals.

Experience:

Senior Trainer/Curriculum Designer

May 2012-Present. LexisNexis, Raleigh, North Carolina.

- Train end-users, customers and internal staff on LexisNexis Legal software.
- Key presenter at annual customer conference. Responsible for session planning, design and delivery.
- Partner with professional services to coordinate and develop training sessions for new clients.
- Act as LexisNexis software subject matter expert for multiple internal audiences.
- Develop curriculum, job aids, software demonstrations, training exercises and step-by-step training manuals for multiple internal and external audiences.
- Responsible for all aspects of training set-up, delivery and administration.
- Evaluate and improve current training programs.

Education Specialist, Environmental Health and Safety

11/07-4/12. Wake Forest Baptist Medical Center, Winston-Salem, North Carolina.

- Researched, collaborated, created and coordinated a wide range of training products, delivered via web, classroom and e-learning.
- Partnered with Human Resources to coordinate the on-boarding process of new employees.
- Led the re-organization of the hazard assessment program to identify audiences for training.
- Steering committee member for institutional online education standards.
- Provided institutional support for learning technology software.
- Teamed with Information Systems and Human Resources to evaluate and improve web based training initiatives.

Laboratory Technician

8/02-11/07. Wake Forest Health Sciences, Winston-Salem, North Carolina.

- Conferred with principal investigator and assisted in the development of research experiments and data collection procedures.
- Reviewed scientific journals, abstracts and other related literature for information concerning experimental procedures and supplemental support information.
- Conduct complex chemical, physical, and biological tests on experimental materials.

Teacher

2000-2002. RJ Reynolds High School, Winston-Salem, North Carolina.

2001-2002. Sci-Works, Winston-Salem, North Carolina.

1999-2000. West Brunswick High School, Shallote, North Carolina.

- Developed lesson plans and facilitated daily science courses.
- Recorded and reported daily progress of students.
- Provided guidance for behavioral and educational gaps via parent-teacher conferences.
- Implemented lesson plans for young children in an educational setting.

Laboratory Technician

1997-1999. Chemical, Environmental Technologies, Raleigh, North Carolina.

- Prepared and analyzed soil and water samples for contaminants.
- Reported results of contaminant testing.
- Coordinated the shipping and receiving of samples.
- Provided support to wet chemistry lab.

Education:

North Carolina State University

- Master of Education in Training and Development, 2014

East Carolina University

- Graduate work in Secondary Education, 1999-2000
- Bachelor of Science in Biology, 1997