

RONI KAYE KEAN

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Experienced Human Resource Manager, with a results-oriented, productive professional track record, with accomplishments in HR Management and Health and Safety. Instrumental in design, development, and integration of successful programs that have resulted in measurable growth; ahead of schedule and under budget. Skillful leader with exemplary communication skills.

- Training program development & facilitation
- LMS Management
- Leadership Development
- Change Management
- Project Management
- HSE Training
- Time Management
- OSHA Compliance
- Needs Assessments
- Health and Safety Management
- HR Onboarding program design
- Recruiting & Workforce Planning
- SQL/MySQL Database
- Policies & Procedures

Professional Experience

HR Training Manager, Health and Safety Director

March 2015 – February 2017 Careersource Central Florida, Orlando, FL

Created on-boarding program for new staff for Human Resources department.

Designed, developed and delivered training programs for leadership and senior staff.

Reviewed existing training resources, and made recommendations for alternative training opportunities to build individualized professional development plans.

Developed and designed technical and programmatic training for 6 regional offices.

Managed, trained and provided technical support for LMS systems, training platforms, and HR management programs (Cornerstone, Skillsoft, Adobe Connect, HRIS, ADP.)

Built progressive discipline program and managed staff development and performance improvement plans.

Composed corporate Health and Safety Standards manual for the region.

Recruited and trained health and safety committees.

Wrote and trained safety committee on accident/incident investigations, OSHA regulations, and record-keeping.

Designed a program to build a safety and wellness culture across the organization.

Proctored state certification exams for the Department of Economic Opportunity.

Training Program and Curriculum Manager

May 2013 – March 2015 Epic College, MTS- Mississauga, ON

Conceived and built the municipal training program.

Recruited, hired, and managed course instructors.

Wrote health and safety plans for municipal public works departments across southern Ontario, with corresponding training program in line with Ministry of Labour requirements.

Wrote workforce plans for municipal government including summer internships and OJT placements.

Managed budget for marketing and instructor expenses and revenue, 400k per term.

Developed certification program and content for Leadership and Conflict Resolution training, and delivered training.

Wrote professional development plans, career mapping, and certification paths for young professionals and new leaders.

SQL Database creation and support in ADP, SAP, and HR Smart.

Scheduled, directed, trained, on-boarded and managed office staff.

Wrote curriculum for multi-level leadership certification program.

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Training / Curriculum Manager

May 2010 – May 2013 Ontario Good Roads Association, a Nonprofit Organization – Oakville, Ontario

Managed marketing and communications for courses and workshops.
Wrote and managed training proposals and contracts.
Built training framework for new and existing training programs.
Wrote, updated, and submitted curriculum and curriculum updates (course syllabi, objectives and content) to Ministry to ensure courses are compliant with standards and regulations.
Trained all course trainers for technical, safety, and soft skills training courses.
Conducted exam analysis, rewrote exams.
Designed and wrote training materials for Health and Safety training.
Audited course content to ensure changes to legislation are addressed.
Wrote OGRA Instructor handbook, test guidelines, course content requirements, and powerpoint standards.
Managed trade show booth at multiple annual conferences.
Managed budget for training programs. (4 million dollars).
Managed student transcripts and made recommendations for courses required to upgrade certifications, or paths to new certifications and job skills required for new careers.

Learning and Development Specialist

November 2004 – May 2010 Hatch Ltd. – St. John's, NL / Niagara Falls, Ontario

Trained the trainers for four Niagara hub offices.
Developed program designed materials, and delivered training to new and existing staff in proprietary Hatch software for document management, and document transmittals. (SAP, iPAS, Livelink).
Developed individual learning plans, completed training gap analysis, designed training matrix for Niagara and HUB offices.
Audited, rewrote, and facilitated training programs for Health and Safety.
Wrote standards, and preformed QA Audits for Health and Safety, ISO Certification.
Technical support (IT) to staff on training platforms, functional QA testing on training platform software.
Managed small proposal team, edited and approved contracts and bids; trained new staff on RFP and bid templates.

Education

Associate of Arts Degree, Education 1992 Pensacola State College – Pensacola, FL
Bachelor of Arts Degree, Secondary Education 1998 University of West Florida – Pensacola, FL
Bachelor of Arts Degree, Social Science 2001 University of West Florida – Pensacola, FL
Masters Degree, Industrial/Organizational Psychology, 2013 McMaster University- Hamilton, ON

Memberships and Certifications

Associate Member, National Association of Workforce Development Professionals 2016 NAWDP
Certified Workforce Development Professional, 2016
Association for Talent Development 2016
Certified Training Developer 2015
CPR Level B, First Aid 2014—Toronto, ON Canada
PMP Certification 2013 PMI -- Toronto, ON Canada
Certified Health and Safety Professional 2013 BCRSP -- Toronto, ON Canada
Certified Professional Trainer 2012 Canadian Society for Training Development – Toronto, ON Canada
Registered Professional Trainer (RPT), 2008
Florida Teacher Certification, 2001