

STEPHEN LAUBER

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SUMMARY

Training Professional with 4 years of experience creating and evaluating innovative instructional materials. Skilled communicator able to effectively convey complex information. Efficiently manages multiple projects using proven leadership abilities and strong organizational skills. Seeking an opportunity to contribute to the development and implementation of effective training programs.

PROFESSIONAL EXPERIENCE

Communication

- Promoted to Consultant after demonstrating thorough understanding of company principles, as well as strong written, oral, and interpersonal communication skills.
- Presents professional development workshops and for large audiences of school professionals, acting as a voice of the company to communicate principles of curriculum design and classroom instruction.
- Provides effective on-the-job classroom coaching and training for school teachers by delivering tactful and insightful feedback.
- Maintained exceptionally high student retention rate by developing strong rapport with students and displaying excellent customer service skills.

Curriculum Writing/Editing

- Develop new instructional materials that meet content standards and adhere to company principles of curriculum design.
- Evaluate and edit existing curriculum materials to ensure formatting is consistent, language is clear, grammar is correct, and content standards are met.
- Developed a reputation for creating a high volume of quality content with minimal errors.
- Updated several document and presentation templates enhancing both functionality and aesthetics.

Leadership

- Promoted to lead Curriculum Developer of middle school, responsible for overseeing development and evaluation of all materials for middle school grade levels.
- Provides guidance and direction to other employees developing and evaluating instructional materials.
- Collaborates with management to develop innovative instructional materials and training workshops.
- Demonstrated ability to take initiative and manage multiple projects.

Computer Skills

- Advanced knowledge of Microsoft Office Suite.
- Experience with SPSS, HTML, CSS, JavaScript, Wordpress, and Adobe Creative Suite.
- Ability to quickly master new software.

WORK HISTORY

DataWORKS Educational Research – Fowler, CA Curriculum Developer/Consultant	2011 – Present
Math Crazy Tutoring – Fresno, CA Assistant Manager/Lead Tutor	2008 – 2012

EDUCATION

California State University, Fresno – Fresno, CA Bachelor of Arts – Psychology	2011
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