Mobile: 6123 2011

jayden.koo@gmail.com

**JAYDEN KOO**

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| **summary** |  | Human resources expert with strategic and organised management skills with 3+ years of experience in the field of Learning and Development. Extensive network of local top-notch training consultants. Proven ability to contribute to a company at both strategic and operational level when delivering people management strategies. |
| **Experience** |  | Learning & Development Specialist, CK Management Ltd.Jun 2011 - PresentFormulated and implemented L&D strategies by designing 20+ modules annually covering sales techniques, branding, market intelligence, etcAnalysed 100+ sets of evaluation data monthly to determine the effectiveness of learning pathways, and offered suggestions for improvementLiaised with 20+ external vendors and training consultants to organise diverse training programs and engagement activities for 100+ internal clientsFacilitated annual training plans and budgets; prepared and consolidated statistical reports and quarterly feedback surveys of the training curriculumLeveraged social media including Facebook and Instagram to enhance employee engagement for various staff engagement activitiesPerformed periodic training needs analysis by working closely with 10+ line managers and trainers to identify training initiatives and strategies |
| **ACHIEVEMENTS** |  | Reduced turnover rate by 10% within 6 months by introducing and implementing new L&D strategiesEnhanced overall training standards by acquiring new partnerships with 3 top-notch local and overseas training consultants |
| **Education** |  | City University of Hong Kong, 2008-2011Bachelor of Business Administration (Honours) in Human Resources Management |
| **skills** |  | Microsoft Office (Word, PowerPoint, Excel & Access) |
| **languages** |  | Cantonese (Native)　|　English (Proficient)　|　Mandarin (Proficient) |
| **availability** |  | One month’s notice |