

JAYDEN KOO

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 - Present

- Formulated and implemented L&D strategies by designing 20+ modules annually covering sales techniques, branding, market intelligence, etc
- Analysed 100+ sets of evaluation data monthly to determine the effectiveness of learning pathways, and offered suggestions for improvement
- Liaised with 20+ external vendors and training consultants to organise diverse training programs and engagement activities for 100+ internal clients
- Facilitated annual training plans and budgets; prepared and consolidated statistical reports and quarterly feedback surveys of the training curriculum
- Leveraged social media including Facebook and Instagram to enhance employee engagement for various staff engagement activities
- Performed 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 strategies
- Enhanced overall training standards by acquiring new partnerships with 3 top-notch local and overseas training consultants

EDUCATION **City University of Hong Kong, 2008-2011**

Bachelor 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
