

Erik Kallio

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Objective Director of Learning, Open Source Ecology

Education B.A., Elementary Education; University of MN, Morris, MN 2001
▪ Coaching Certificate

Key Skills

- Technical Writing
- Curriculum and Assessment Development
- Adobe Tech Writing Suite
- Microsoft Office, Project, One-Note
- Troubleshooting
- Video creation and editing
- Quick and Curious Learner
- Adapts well to change
- Works with diverse clientele

Work Experience

Trainer and Document Developer, Customer Service Division
Nova-Tech Engineering LLC 2004 - 2012

- Created and carried out training programs in eight countries on four continents, with and without interpreters.
- Co-developed e-training curriculum using Adobe Captivate software.
- Designed and implemented training curriculum for new employees.
- Created step by step technical bulletins and manuals for new hardware and software programs utilized by CEOs, line workers and everyone in between.
- Managed projects with engineers, middle managers and CEOs.
- Tailored training presentations to people with different skill levels and back grounds.
- Developed documentation protocols for internal and external communications, procedures and informational documents.
- Wrote two product manuals using Adobe FrameMaker.
- Created a training curriculum flow using Accolade project developing software.
- Lived and worked in France and Italy for extended periods of time.

Substitute Teacher, K-12
Moorhead, MN School District 2001 - 2004

- Quickly designed lessons for a wide range of students and subjects.
- Taught and assessed students of varied ages and skill levels.
- Coordinated with teachers and administrators to best meet standards.

College Ski Instructor
University of MN, Morris 1998

- Created curriculum for training college students.
- Implemented training lessons.
- Evaluated and graded performance based on objectives and standards.

References Available upon request