

# Louis A Reyes

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## Objective

Seeking to put my classroom training and educational publishing skills to good and innovative use.

## Relevant Skills

Instructor-lead classroom and remote technical training: train-the-trainer, helpdesk, group class, and 1-on-1 Instructional resources and assets (ex. user guides): writing, editing, production (print and digital formats)

## Experience

### PubSmarts, LLC

2005-2010

*Editor* – K to 12 educational publishing for Science, Mathematics, and Language Arts. Adapting and revising student and teacher's editions and ancillaries, including correlating state-specific standards, writing assessment exercises and tests, answer- and fact-checking. Also lead in the development and production of proprietary digital training assets.

### Pearson (Educational Development Group)

2003-2005

*Asst. Editor* – K to 12 educational publishing. Adapted and revised student and teacher's editions and ancillaries, correlate to state-specific standards; answer- and fact-checking for print and digital formats.

### Bank of America

2000-2003

*Training Facilitator* - Conducted instructor-led classroom, web-based, and one-on-one training for technical (helpdesk), train-the-trainer, and end-users on hardware, operating systems, Microsoft Office, and other third-party and proprietary software. Developed and maintained print and online user guides, tutorials, and training calendars. Participated in medium- and large-scale software implementation projects, including beta testing. Coordinated vendor-led training.

### New Horizons Computer Learning Centers

1997-2000

*Training Supervisor and Operations Manager* – Conducted classroom and onsite technical training for private and corporate clients in Microsoft Office and proprietary software. Managed and conducted skills-development of instructors, including train-the-trainer. Operations management of training resources and assets; including responsibility for scheduling approximately 40 instructors, and 20 classrooms in two NYC training facilities.

### Weeks Marine Dredging

1995-1996

*Deckhand* – Tug Robert Weeks.

## Education

### State University of New York, Maritime College

1995

Bachelor of Science degree concentrating in marine and atmospheric sciences. U.S. Merchant Mariner's Third Mate's License.

### Beach Channel High School

1991

High School diploma with concentration in marine sciences.