

Edward Noon, MA

Senior Manager Learning & Development

South Lyon, MI | 248-924-5498 | nednoon77@yahoo.com | [Linkedin.com/in/EdwardNoon](https://www.linkedin.com/in/EdwardNoon)



Maximizing Learning Impact - Innovating Training Solutions for Organizational Success

Experienced in driving organizational growth through strategic learning and development initiatives. Proven track record in designing and implementing training programs, conducting needs assessments, and overseeing the creation of e-learning tools to foster internal growth. Skilled in collaborating with cross-functional teams and industry experts to optimize training solutions. Adept at contributing to brand design and forward-facing strategies for UX/UI, demonstrating a comprehensive approach to fostering organizational success. Ready to leverage expertise to drive impactful change and facilitate continuous learning within the organization.

- Instructional Design
- Training Program Development
- Continuous Process Improvement
- Communication Strategies
- Leadership & Development
- Project Management
- E-Learning Tools Design & Implementation
- Strategic Planning
- Organizational Development
- Training Evaluation & Measurement

Professional Experience

Ned Noon, LLC | 2017 – Present

Small Business Training Consultant | Business Development

Collaborate on developing training programs e-learning tools, and conducting needs assessments for internal growth, contributing to brand design, UX/UI strategies, and efficient business procedures for startups.

- Developed standardized operating procedures (SOPs) in collaboration with the business owner and subject matter experts to define job duties and titles, conducted monthly training to address skill gaps, leading to a 90-day turnaround with regained clients and increasing morale, saving over \$10K in lost revenue.
- Implemented short, personable training videos in collaboration with leadership teams to explain new products, improving client retention and a sales increase of over 20% within 30 days, attributed to enhanced understanding and trust in the content.

Sysco Corporation | 2008 – 2024

Training Manager, 2022 – 2024

Trained entry-level leadership and frontline colleagues, developing tailored programs for skill enhancement. Utilized field observation to gather analytics for continuous improvement of training effectiveness. Collaborated with industry experts to enhance course curricula and align with industry standards.

- Designed and implemented training initiatives, optimizing learning outcomes.
- Co-created a train-the-trainer program, enabling the training team to deploy trainers to all 76 operating sites, achieving a \$65M reduction in the training budget and eliminating the need for corporate travel and a centralized training department.
- Led collaboration with a 20-member board of subject matter experts to refine a third-party pilot training program, resulting in an accurate and streamlined curriculum that saved time and reduced expenses by 8 hours.

Shuttle Driver, 2013 – 2022

Managed transportation of double trailers from Op-Co in Canton to satellite yards in Saginaw and Flint. Coordinated repairs, fueling, and preventive maintenance scheduling with fleet service to ensure operational efficiency.

- Implemented staggered scheduling based on customer demands, reducing overtime at satellite yards by 80% by prioritizing routes with higher demands ensuring trucks were available for drivers on time.

- Provided clear communication and updates on company-wide issues to drivers, assisting management in optimizing logistics coordination.

Delivery Driver, 2008 – 2013

Operated as a Class A CDL driver, delivering food to restaurants and institutions. Delivered outstanding customer service by promptly addressing order and product issues. Processed payments, managed credits, and handled returns for orders.

- Communicated effectively with supervisors and sales staff regarding customer issues and provided verbal updates on routing changes and delays.

Education

University of Phoenix | **Master’s Degree in Adult Education Training and Development**

Grand Canyon University | **Master’s Degree in Psychology Coaching**

Community Involvement

IAHV Volunteer Training Program, International Association for Human Values | **World Culture Festival Planning Committee, Public Speaking, Leadership, Fundamentals, Meditation Course Organizing, Fundraising, Community Outreach**

Planning Committee & Volunteer Staff | **Unveiling Infinity Courses with World Leader & Humanitarian Sri Sri Ravi Shankar**

Professional Development

IBM AI Basic Training, 2024

Member of the National Society of Leadership and Success, 2024

Certified Smith System Trainer – Smith System Defensive Driving, 2022

John Maxwell 21 Irrefutable Laws of Leadership, Leadership Seminar, 2008