

KAILA BRYANT

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PROFESSIONAL SUMMARY

Innovative and strategic Human Capital professional with a focus in learning and development. My experience spans 7+ years, focused on facilitation, instructional design, workforce planning, leadership development, and talent strategy. Adept at designing and delivering training programs, managing organizational learning platforms, developing coaching frameworks, and driving business impact through data-driven learning initiatives. Experienced in HR compliance, employee relations, knowledge management, business development, and process improvement to enhance organizational effectiveness. Passionate about creating engaging, inclusive, scalable learning experiences that empower individuals and organizations to thrive.

CORE SKILLS & EXPERTISE

- **Facilitation & Coaching:** Leadership training, Crucial Conversations, CliftonStrengths debriefs
 - **Learning & Development Strategy:** Training design, LMS management (Cornerstone, LearnUpon)
 - **Workforce & Talent Planning:** Career development frameworks, succession planning, mentoring alignment based on 360s, talent assessment development
 - **Project & Program Management:** Large-scale learning initiatives, business development proposals, mentoring programs, stakeholder alignment
 - **Compliance Management & Training:** OFCCP, ADA, labor laws, sexual harassment, hiring practices, timesheet compliance, etc.
 - **Business Development & Strategy:** Proposal management, service design, designing sell sheets, knowledge sharing initiatives, writing thought leadership
 - **Organizational Development & Change:** Change management, DEIA integration, system change communications and training, team collaboration workshops
 - **Data Analytics & Reporting:** Percipient experience surveys, training impact assessments, performance metrics, HR analytics (Excel, Tableau, CultureAmp)
 - **Talent Acquisition:** Hiring manager training, process optimization, compliance management
 - **Technology & Systems:** Timetap, Webex, Microsoft Project, Articulate 360, Storyline, Rise, Menti
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PROFESSIONAL EXPERIENCE

Fors Marsh | 03/19 – 04/25

Senior Learning & Development Specialist | 03/22 – 04/25

- Designed, facilitated, and evaluated leadership development programs supporting 250+ supervisors and directors, enhancing feedback, strategic thinking, change management, etc.
- Managed Growth & Development Month, an internal initiative featuring 18+ expert-led sessions annually, fostering knowledge-sharing, upskilling, and peer mentorship.
- Optimized LMS administration for 450+ users, leading the transition from Cornerstone to LearnUpon, boosting course completion rates by 300%.
- Developed coaching frameworks using CliftonStrengths and performance metrics, conducting 200+ coaching sessions and 15+ team sessions to improve employee and leader effectiveness.

- Partnered with HR leaders and executives to align learning programs with talent strategy, succession planning, and business goals.
- Designed onboarding and compliance programs covering ADA, labor law, hiring manager training.
- Applied data-driven insights from employee surveys and learning analytics to refine training content and measure effectiveness.

Learning & Development Specialist | 03/21 - 03/22

- Designed and developed coaching toolkits and mentoring programs to propel leadership growth.
- Conducted skills gap analyses to map career progression and learning paths to business needs.
- Implemented training needs analysis, leading to enhanced learning strategy alignment across departments.

Consultant & Business Analyst, Human Capital | 03/20 - 03/21

- Conducted workforce planning talent assessments, and succession planning for federal agencies, ensuring leadership continuity and talent retention.
- Led the research and design of human capital service lines, including a proprietary workforce readiness assessment later adopted by senior leadership.
- Designed and facilitated federal leadership training webinars, reaching 20,000 employees.
- Managed business development and proposal efforts, collaborating with directors and VPs on federal contract capture and competitive positioning.
- Created structured frameworks for career mapping, mentorship programs, and leadership pipelines to enhance internal mobility and talent growth.

Recruiter & Recruiting Coordinator | 03/19 - 03/20

- Managed full-cycle recruiting, ensuring equitable hiring and skill match across 20+ roles weekly.
- Developed hiring manager training on interview best practices and selection criteria.
- Maintained a clean OFCCP audit by overseeing compliance tracking and reporting.

Nation's Capital Swimming | 04/17 - 12/18

Manager

- Facilitated onboarding and training for new hires, ensuring staff were equipped with proper coaching techniques and safety protocols.
- Monitored and directed safety of 30 - 60 clients on deck each session, ensuring adherence to safety protocols and reducing risk liability.
- Scheduled and assigned daily work and activities for 30 instructors, matching skill sets with class needs to maximize program efficacy.
- Conducted performance reviews and coaching sessions to ensure smooth interpersonal relationships among instructors and effective job performance.
- Managed payroll processing and attendance tracking, reporting directly to upper management and reducing frequent absences/tardiness through structured accountability measures.
- Coordinated last-minute instructor replacements due to absences to ensure class continuity and customer satisfaction.
- Strengthened customer relationships through direct communication, troubleshooting issues, and ensuring high levels of client retention and satisfaction.

Private Lessons Coordinator

- Answered 5-20 inquiries weekly regarding lessons, providing information and growing client base.

- Matched students with appropriate instructors based on skill level and temperament.
- Oversaw up to 13 private lessons at a time, ensuring students were progressing appropriately.

American University | 09/17 - 12/17

Teaching Assistant

- Developed programming and study material for a 35-student undergraduate literature course.
- Edited essays and facilitated exam preparation workshops, supporting students in improving their writing and critical thinking abilities.
- Managed weekly film screenings and discussions, aligning content with course objectives.
- Led class in the professor's absence, ensuring continuity of instruction and student engagement.

EDUCATION & CERTIFICATIONS

American University | 2015 - 2018

Bachelor of Arts, Literature (Transcultural Studies Track)

Professional Certifications:

- Association for Talent Development (ATD): Blended Learning Certificate (2021)
- Crucial Learning: Crucial Conversations for Mastering Dialogue (2021)
- Interaction Associates: Essential Facilitation (2020)

TECHNICAL SKILLS & TOOLS

- **Learning Technologies:** Articulate (360, Storyline, Rise) Canva, Cornerstone, LearnUpon
- **HR & Talent Systems:** Paycor, JazzHR, CultureAmp, Reflektive
- **Data & Analytics:** Visio, Excel, Tableau, LMS reporting tools
- **Collaboration:** Google Suite, Microsoft (Office, Teams, Project), Slack, Zoom, Webex, Menti, Miro

VOLUNTEER & LEADERSHIP EXPERIENCE

DIVE Committee @ Fors Marsh (Diversity, Equity, Inclusion & Accessibility Initiative)

- Core Value Award Winner (2021) for outstanding contributions to DEIA programming.
- Facilitated workshops on historical bias, accessibility in language, and unusual career pathways.
- Relaunched discussion series where we covered climate resilience for individuals, authenticity, allyship, strengths-based career growth, holiday traditions, bystander intervention, etc.
- Moderated Diversity Book Clubs, Career Panels, and Employee Advocacy Discussions, increasing employee engagement and knowledge-sharing.

APIA Vote – Volunteer (2018)

- Conducted voter outreach by developing voter profiles, tracking issue priorities, and community engagement to increase Asian American participation in the 2018 midterm elections.
- Created educational resources to inform voters about ballot measures and election procedures.

LET'S CONNECT!

I'm always excited to discuss **learning strategy, leadership development, and workplace culture**. Feel free to reach out for collaboration, knowledge sharing, or just a great conversation about **innovative learning solutions!**