

Sam Morrison

Junior Training Coordinator

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Business management graduate from Leeds Beckett University with **18 months** of experience coordinating training programmes and events. Organised **35 training sessions** during a placement year at a national retail company, managing logistics for **400+ participants** across 8 UK locations. Strong organisational and communication skills with practical knowledge of LMS administration, training evaluation, and stakeholder management.

Experience

Training Coordinator (Placement Year), Asda, Leeds

Jul 2024 – Jun 2025

Completed a 12-month industrial placement within the People Development team at Asda House, supporting training delivery across store and head office teams.

- Coordinated logistics for **35 training sessions** including room bookings, materials preparation, and joining instructions for **400+ participants**
- Administered the company LMS (Cornerstone OnDemand), uploading **20 new courses** and managing enrolment for **8,000+ employees**
- Collected and analysed post-training evaluation data from **350 participants**, producing monthly reports for the L&D manager
- Supported the rollout of a new leadership development programme across **8 regional distribution centres**

Events Assistant (Part-time), Leeds Beckett Students' Union, Leeds

Sep 2023 – Jun 2024

Supported the events team with planning and delivering student union events and activities.

- Assisted with logistics for **20+ events** including freshers fairs, careers fairs, and society balls
- Managed event registration and ticketing for audiences of **200 to 1,500 students**
- Handled post-event feedback collection, achieving an average response rate of **42%**

Education

BA (Hons) Business Management (with Placement Year) in Business Management, Leeds Beckett University, Leeds

Sep 2021 – Jun 2025

Graduated with Upper Second Class Honours (**2:1, 62% average**).

- Final year project on measuring ROI of corporate training programmes in UK retail, graded **65%**
- Relevant modules: Human Resource Management, Organisational Behaviour, Project Management, Business Analytics

Skills

Training Session Coordination • LMS Administration (Cornerstone, Moodle) • Event Logistics & Planning • Training Needs Analysis • Evaluation & Feedback Analysis • Stakeholder Communication • Microsoft 365 (Excel, Teams, PowerPoint) • Data Reporting & Dashboards • Booking & Scheduling Systems • Budget Tracking • Minute Taking • Problem Solving

Certifications

CIPD Level 3 Foundation Certificate in People Practice (in progress), CIPD

Sep 2025 – Jun 2026

Mental Health First Aid (Workplace), MHFA England

Feb 2025 – Feb 2025

Languages

English - Native

Extra Curricular Activity

Committee Member - Leeds Beckett HR Society

Sep 2023 – Jun 2025

Organised **6 employer talks** and a careers panel event attended by **70 students**.

- Secured speakers from Asda, NHS England, and PwC for the annual HR careers evening