

MAYA DHARMA

AI Trainer | Microsoft Copilot Trainer | Adult Educator | Digital Skills & Culinary Instructor

Professional Summary

Dynamic trainer and educator with over 20 years of experience across aviation, entrepreneurship, adult learning and skills development. Experienced in delivering workplace productivity, Microsoft Copilot, Excel, Generative AI, culinary arts and technical skills programmes.

Core Competencies

- 1 Microsoft Copilot for Workplace Productivity
- 2 Generative AI Tools and Prompt Engineering
- 3 Microsoft Excel (Basic and Intermediate)
- 4 Adult Learning and Facilitation
- 5 Business Visual Content Creation
- 6 Artisan Bread, Dim Sum Delight and Basic Peranakan Cooking
- 7 Basic Air-Conditioning Maintenance

Professional Experience

Associate Trainer – Associate Consulting Pte Ltd (2025–Present)

Deliver training programmes in Microsoft Copilot, Workplace Productivity and Microsoft Excel.

Associate Trainer – Aestheticar Pte Ltd (2023–Present)

Deliver programmes in Business Visual Content Creation using Generative AI tools, Artisan Bread, Dim Sum Delight, Basic Peranakan Cooking and Basic Air-Conditioning Maintenance.

TRAINING PORTFOLIO

Training Specializations

- 1 Microsoft Copilot for Enhancing Productivity
- 2 AI and Digital Skills
- 3 Microsoft Excel (Basic and Intermediate)
- 4 Business Visual Content Creation Using Generative AI Tools
- 5 Artisan Bread
- 6 Dim Sum Delight
- 7 Basic Peranakan Cooking
- 8 Basic Air-Conditioning Maintenance

Professional Certifications

- 1 Advanced Certificate in Learning and Performance (IAL)
- 2 Workplace Learning Delivery
- 3 Learning Experience Delivery
- 4 Technology Enabled Learning Delivery
- 5 Assessment and Design Implementation
- 6 Learner Profile Analysis
- 7 WSQ Diploma in Food Services (Pastry and Baking)
- 8 Certified Cabin Crew Leaders Programme
- 9 Certified First Aider