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## Assessment Specialist Resume

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### Job Objective

Professional Assessment Specialist in search of a highly established firm that will allow me to further boost my career in this field.

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### Summary of Qualifications:

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- Sound experience in EEOC approved validation techniques procedures and methodologies
  - Skilled in assessing achievement and intellectual, emotional, and behavioral functioning for educational purposes
  - Sound knowledge of diagnostic procedures, education of special education students, human development, and learning theories
  - In-depth knowledge of prevention and intervention strategies, behavior management interventions
  - Excellent communication, planning, organizing and time management skills
  - Profound ability in providing high standards of service
  - Proficient in creating correspondence, reports, electronic communication, spreadsheets, and databases
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### Work Experience:

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Assessment Specialist, May 2006 – Present  
Arlington Public Schools, Oak Brook, IL

- Administered the usage of assessment evidence to inform teaching and student learning.
- Assisted with dissemination, utilization, and interpretation of results from the state and local testing program.
- Assessed the work of the newly referred participants by conducting interviews.
- Assisted with administration of the state and local testing programs.
- Determined participants' vocational goals reflective of education, capabilities and interests.

Assessment Specialist, March 2003 – April 2006  
Public Consulting Group, Oak Brook, IL

- Recommended training and activities beneficial to each individual participant.
  - Determined participants' competency of program components and requirements.
  - Delegated each participant case to Employment Training Advisors.
  - Ensured that all the participants adhere to program guidelines and regulations.
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### Education:

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Bachelor's Degree in Counseling, Saint Vincent College, Latrobe, PA  
Master's Degree in Counseling, Jacksonville State University, Jacksonville, AL

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