
Career Development Specialist Resume

Job Objective

Seeking position as a Career Development Specialist in which my abilities as a specialist can be utilized to the fullest.

Summary of Qualifications:

- Through knowledge of counseling, student affairs and human resource management
 - Good experience working in a career center and career development facility
 - In-depth knowledge of current educational theories and practices in career guidance and coaching
 - Sound knowledge of career development and student education
 - Ability to form strong relationships with adolescents in challenging situations
 - Ability to maintain confidentiality with parents, students and staff
 - Proficiency in word-processing, spreadsheet, database, graphic presentations
 - Profound ability to simplify and communicate complex ideas and tasks
 - Excellent written and oral communication skills
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Work Experience:

Career Development Specialist, May 2006 – Present

Goodwill Easter Seals Miami Valley, Little Rock, AR

- Worked with all divisions in the career development program.
- Conducted an initial assessment with selected employees.
- Developed and coordinated individual education plans with all selected employees.
- Participated in collaborative meetings and regional career development programs.
- Provided retention services for participants.
- Prepared a monthly summary report of service activities and statistics.

Career Development Specialist, March 2003 – April 2006

M.C. Dean, Little Rock, AR

- Assisted with corporate wide career development initiatives.
 - Developed and maintained strong relationships with entire HR team and key leaders.
 - Identified industry best practices and incorporated them into projects and initiatives.
 - Presented key findings and results from projects and discussions.
 - Facilitated team meetings and training programs.
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Education:

Bachelor's Degree in Human Resources, Harvey Mudd College, Claremont, CA

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