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## Career Services Advisor Resume

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### Job Objective

Looking for employment as a Career Services Advisor with a top rated organization that suits my expertise and experience levels.

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### Highlights of Qualifications:

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- Remarkable experience in placement and Job search firm
  - In-depth knowledge of career services, sales, recruiting and job placement in a vocational industry
  - Ability to train and provide career related feedback to students
  - Ability to guide student career planning career
  - Proficient with MS Office Applications
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### Professional Experience:

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Career Services Advisor, August 2005 – Present  
University of Alaska, Sacramento, CA

- Arranged the appointments for students and graduates to meet with potential employers.
- Collected information about and tracked student interviews on a regular basis.
- Collaborated with the Career Service Advisors in order to send Employers qualified candidates.
- Remained in contact with agencies and staffing firms as needed.
- Interviewed the Employer/Recruiter to understand specific requirements of open Position.
- Maintained the accurate status of Job Orders by performing regular follow-up calls to Employers.

Career Services Advisor, May 2000 – July 2005  
Education Management Corporation, Sacramento, CA

- Researched job opportunities related to training.
  - Maintained the current contacts with the employers in the local business community.
  - Attended public relations forums to promote the reputation and services of the school.
  - Assisted the students to prepare employment goals, develop resumes and interviewing skills.
  - Trained the students for the realistic working world through proper advisory.
  - Gathered and maintained the placement statistics as required by the Department of Education.
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### Education:

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Bachelor's Degree in Education, Delta College, University Center, MI

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