
Career Transition Specialist Resume

Job Objective

Looking for full time work as a Career Transition Specialist with the right company.

Highlights of Qualifications:

- Remarkable experience in processing job placements
 - Sound knowledge of documentations and retrievals
 - In-depth knowledge of recruitment and staffing, career management, and human resources
 - Sound ability to establish liaisons and interact with private and public agencies
 - Excellent marketing and organizational skills
 - Computer proficiency specifically Internet, E-mail, Excel and Microsoft Word
 - Excellent verbal and written communication skills
 - Admirable problem solving and administrative coordination skills
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Professional Experience:

Career Transition Specialist, May 2006 – Present
Alutiiq, Duluth, MN

- Provided initial and periodic assessments of each student graduates' needs.
- Assessed and documented each graduating student's transitional needs.
- Assisted graduates in identifying and obtaining support services.
- Ensured job readiness training (resumes preparation, employability skills, and work experience).
- Ensured that all the student's achievement credentials are updated and documented.
- Ensured to accurately document placement activities and services provided.

Career Transition Specialist, March 2003 – April 2006
Ode Management Group, LLC, Duluth, MN

- Assisted in quality career placement efforts for all assigned students.
 - Maintained record of participant progress through employment skills training.
 - Conducted employment skills training classes.
 - Established personal contact with prospective employers.
 - Maintained contacts with employers and conducted onsite visits.
 - Ensured to organize job interviews on monthly basis.
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Education:

Bachelor's Degree in Psychology & Sociology, Allan Hancock College, Santa Maria, CA

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