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## Employment Advisor Resume

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### Job Objective

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Seeking employment as an Employment Advisor to fill a position within your organization.

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### Work Experience:

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Employment Advisor, August 2005 – Present  
Career Education Corporation, Englewood, CO

- Ensured that the students and employers needs are met by providing individualized support.
- Interacted and solved the problems with all team members.
- Completed the evaluations of students performance as assigned by Project SEARCH instructor.
- Conducted specific job analysis, task analysis and job matching activities.
- Implemented the job coaching plan while providing positive reinforcement techniques with students and other partners as necessary.
- Recognized and ensured the safety of the students.

Employment Advisor, May 2000 – July 2005  
Westwood College, Englewood, CO

- Developed contacts with potential employers in Houston and Nationwide to prepare for campus launch.
  - Stayed in continuous contact with upcoming graduates and alumni.
  - Identified the graduates with job searching challenges and strategize success plans.
  - Performed online workshops and mock interview seminars.
  - Assisted with the teaching Learning Strategies as needed for back-up.
  - Assisted the graduates with additional job searching documents.
  - Coordinated recruiting appointments to site.
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### Summary of Qualifications:

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- Profound knowledge of the employment services industry
  - Skilled to develop and maintain useful relationships
  - Strong professional customer service experience from a target driven environment
  - Ability to inspire, motivate and deal with difficult customers
  - Ability to understand local community barriers and issues
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### Education:

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Bachelor's Degree in Commerce, Midland College, Midland, TX

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