
Employment Consultant Resume

Job Objective

Seeking an Employment Consultant position where I can utilize my experience and my knowledge to add value to an organization.

Work Experience:

Employment Consultant, August 2005 – Present
Noble of Indiana, Sunnyvale, CA

- Developed employment opportunities and coordinated placement, training and on-going supports.
- Assisted handicapped person to sustain in competitive employment.
- Conducted complete evaluation of work environments.
- Utilized systematic informative methods and strategies to give instructions.
- Ensured thriving and adequate employment while working with employers.

Employment Consultant, May 2000 – July 2005
Goodwill Industries, Inc., Sunnyvale, CA

- Provided support to applicants in preparing for employment.
 - Evaluated needs, interest and abilities of participants through review of collateral information and informal interviews.
 - Assisted participants to seek appropriate jobs.
 - Served as a liaison between company and other community resources to assess community needs.
 - Investigated and implemented methods of creating greater awareness and support of the company.
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Summary of Qualifications:

- In-depth knowledge of job analysis, job development and community networking
 - Sound knowledge of systematic instructional techniques and support strategies
 - Outstanding ability to assure employment success and satisfaction
 - Proficient in MS Office products, applicant tracking systems and on-line databases
 - Ability to prioritize tasks and document visits and contacts
 - Ability to effectively build consulting relationships
 - Superior Planning, organizing, and negotiating skills
 - Excellent interpersonal and communication skills
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Education:

Bachelor of Arts in Education, Northern Kentucky University, Kentucky, KY

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