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## Employment Program Representative Resume

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### Job Objective

To use my extensive training to acquire a position as Employment Program Representative with reputable company.

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### Highlights of Qualifications:

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- Huge experience with the Employment Development Department and providing services and information
  - Profound knowledge of industrial, labor, trade, trends, employment processed and employment and coaching needs
  - Familiarity with labor, management, employer and governmental organizations
  - Wide knowledge of state and federal laws for veterans
  - Good understanding of principles of unemployment insurance, employment and training processes
  - Ability to evaluate employment factors – job experience, education and training, skills, knowledge and abilities
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### Professional Experience:

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Employment Program Representative  
UCSF Medical Center, Aurora IL  
November 2006 – Present

- Handled written laws and procedures as well as collected data.
- Reviewed situations and took necessary action.
- Formulated written reports and presentations.
- Nurtured relations and extended customer service to those who are involved in the work.

Employment Program Representative  
Gannett, Aurora IL  
February 2001 – October 2006

- Handled issues and needs of certain communities.
  - Efficiently carried out multiple designated responsibilities.
  - Reviewed and recorded facts through an interview procedure or from written documentations.
  - Coached Junior staff.
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### Education:

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Bachelor's Degree in Human Resources Administration  
Los Angeles Harbor College, Wilmington, CA

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