
Employment Specialist Resume

Job Objective

Seeking a position as Employment Specialist in which my abilities and experience can aid in the growth of the company.

Highlights of Qualifications:

- Remarkable experience with job search process
 - Deep knowledge of interviewing, placement and counseling techniques
 - Huge knowledge of community resources
 - Familiarity with department employment and training programs
 - Amazing ability to coach clients
 - Outstanding ability to evaluate physical capacities
 - Superior interpersonal and organizational skills
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Professional Experience:

Employment Specialist
The International Rescue, Reno, NV
May 2006 – Present

- Administered provision of services.
- Imparted intake, assessment and pre-employment orientation.
- Established comprehensive employment plans.
- Reviewed job performance and wage level.
- Aided clients and employers.

Employment Specialist
Women & Families Center, Reno, NV
March 2003 – April 2006

- Recruited and reviewed clients.
 - Hired participants and carried out participant intakes.
 - Managed Job Readiness training.
 - Established individualized employment and educational plans.
 - Imparted information and referral services.
 - Guided and aided program participants.
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Education:

Bachelor's Degree in Arts in Social Work
Murray State College, Tishomingo, OK

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