
JOB DEVELOPMENT SPECIALIST RESUME

Summary:

A self-motivated and active individual with excellent communication and interpersonal skills. Has a wide range of experience in job development. Able to handle pressure and set priorities with expertise in providing training and employment opportunities. Inquisitive nature and efficient trainer and leader. Ability to apply devised proven strategies to bring faster solution. Determined individual to deliver effective strategies, methods, materials and settings to correspond with the needs.

Professional Experience:

Senior Job Development Specialist January 2007 – present
Bridgepoint Education, San Diego, CA

Responsibilities:

Assessed personal needs of individuals which may impact on their job readiness.
Made recommendation and referrals to community resources.
Provided leadership in program development, by devising appropriate job readiness workshops.
Promoted and developed employment and on-the-job training opportunities for disadvantaged applicants.

Training and Development Specialist May 2004 – December 2006
DeVry Inc., St. Louis, MO

Responsibilities:

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Training and Development Specialist May 2004 – December 2006
DeVry Inc., St. Louis, MO

Education:

Master of Science in Personnel Administration
Stanford University, CA, 1999
Bachelor of Science in Public Administration
Stanford University, CA, 1997

Skills:

- Excellent command of the English language
 - Organization Skills
 - Written and Verbal Communication
 - Interpersonal Skills
 - Relationship Building
 - Innovative Approach
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Awards and Honors:

American Association of Business Professionals, Member

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