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## Job Placement Specialist Resume

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### Job Objective

To acquire a position as a Job Placement Specialist that allows me to use my abilities to enhance and grow with the company.

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### Highlights of Qualifications:

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- Highly experienced as Placement and Career Services leader
  - Huge knowledge of identifying employment trends
  - Deep knowledge of CampusVue software
  - Familiarity with academic advising models
  - Amazing ability to manage independently and in a team
  - Outstanding ability to organize and report data
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### Professional Experience:

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#### Job Placement Specialist

Allied health graduates, Deerfield Beach, FL

May 2006 – Present

- Established employer relationships and coordinated with students and alumni.
- Imparted counseling and instruction in interviewing and resume preparation.
- Carried out individual interviews.
- Executed graduate exit interviews.
- Conducted track career services activities.

#### Job Placement Specialist

ABVI-Goodwill, Deerfield Beach, FL

March 2003 – April 2006

- Aided job coaching and support services.
  - Executed assessments of program participant.
  - Imparted direct services to consumers.
  - Extended career development and job coaching.
  - Managed career development and job coaching.
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### Education:

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Bachelor's Degree in Human Resources Management

Roosevelt University, Chicago, IL

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