
Outreach Specialist Resume

Job Objective

Experienced Outreach Specialist of many years seeking employment with the company to help advance in the industry.

Highlights of Qualifications:

- Admirable experience in participating in robotics workshops and work efficiently with various grade and high school students
 - Operational knowledge of various NASA organization programs
 - Deep knowledge of early robotics programs.
 - Remarkable ability to multitask and prioritize work
 - Exceptional skills to work with staff and volunteers
 - Excellent skills to work independently
 - Skilled to work for public relations
 - Proficient in developing early games
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Professional Experience:

Outreach Specialist

Family Health Centers of San Diego, Eau Claire, WI

May 2006 – Present

- Participated and conducted on and off site community partner sessions and provided orientation on various customer services.
- Performed data entry for all new registrations and services on database systems.
- Managed all communications systems between community partners and UMWFICC.
- Administered follow up sessions for customers and provided appropriate feedback to community partners.
- Assisted recruitment and placement team in conducting direct outreach to various jobseekers.

Outreach Specialist

Michigan Suburbs Alliance, Eau Claire, WI

March 2003 – April 2006

- Developed and implemented comprehensive sales presentation to suit each client requirement.
 - Maintained effective professional relationships with all existing accounts.
 - Provided technical support to various customers and ensured satisfaction of services.
 - Coordinated with manager and developed strategic plans with help of multiple sources.
 - Managed all existing accounts and maintained good relations for new business.
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Education:

Bachelor's Degree in Social Service

New Mexico Highlands University, Las Vegas, NM

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