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## Placement Officer Resume

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### Job Objective

Seeking a Placement Officer position within a highly established organization in which my skills can be enhanced to benefit the organization.

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### Highlights of Qualifications:

- Huge experience in human resource management
  - Solid knowledge of placement services and procedures
  - Advance knowledge of Microsoft office suite
  - Superior ability to work under pressure
  - Excellent written and verbal communication skill
  - Outstanding ability to work in a challenging work environment
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### Professional Experience:

Placement Officer  
Virginia Tech, Asheboro, NC  
August 2005 – Present

- Managed place service and activities efficiently.
- Developed vocational guidance curriculums and programs.
- Designed industry oriented vocational guidance activities.
- Participated in conferences and meetings relevant to the job position
- Initiated and implemented job prospect enhancing programs.
- Worked closely with job seekers and job providers.

Placement Officer  
Prepared 4 Life, Asheboro, NC  
May 2000 – July 2005

- Managed educational institution based placement services and activities.
  - Conducted workshops and seminars regarding career preparation, interview skills and job search techniques.
  - Oriented students on job readiness techniques, labor market and vocational information.
  - Supported job seekers, especially students, to obtain job of their choice and skill.
  - Interacted with various corporate human resource departments to understand current vacancies.
  - Initiated and implemented internship for course students with the support of corporate and public sector organizations.
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### Education:

Bachelor's Degree in Human Resource Management  
Saint Leo University, Saint Leo, FL

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