
Workforce Specialist Resume

Job Objective

Looking for a position as a Workforce Specialist within the company. Hope to bring years of technical experience and managerial skills to the table to help your company advance.

Highlights of Qualifications:

- Hands-on experience in the area of employment services, career counseling and job training
 - Profound knowledge of Workforce services and programs
 - In-depth knowledge of the principles, practices and processes of the One-Stop service delivery system
 - Extensive knowledge of all applicable state, federal and local ordinances, laws, rules and regulations
 - Ability to handle confidential and sensitive information
 - Ability to employ safety practices and procedures
 - Excellent verbal and written communication skills
 - Proficient with Microsoft Excel, Word, PowerPoint and Access
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Professional Experience:

Workforce Specialist

CSO, Inc, Austin, TX

May 2006 – Present

- Communicated staffing requirements in a multi-skill and virtual operation.
- Evaluated the workflow of staff within the local site to assure that the highest efficiencies and best results are being accomplished.
- Worked with educating the local staff on Workforce Management.
- Prepared reports and reviewed trends in a timely manner .
- Identified relationships and provided suggestions to enhance performance.

Workforce Specialist

BCD Travel Corporate, Austin, TX

March 2003 – April 2006

- Conducted various tasks and changed tasks quickly as demands changed to respond to new priorities and maintained efficient operations.
 - Articulated style utilizing a format that is appropriate for the target audience.
 - Redesigned present processes depending on long-term strategies of the department.
 - Assured that the identified back-up(s) are trained to appropriately fill-in for this role during absences.
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Education:

Bachelor's Degree in General Business

Northwestern Health Sciences University, Bloomington, MN

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