
Youth Advisor Resume

Job Objective

To obtain a position where my Youth Advisor skills will continue to develop and will also help the organization.

Summary of Qualifications:

- Huge experience in Positive Youth Development practices
 - Sound knowledge of personal development issues related to youth
 - Outstanding knowledge of educational standards and career development issues
 - Skilled providing career advising and case management to persons who have disabilities
 - Fluency in English, Spanish and French
 - Proficient in MS Office Suite – Word, Excel, PowerPoint
 - Ability to oversee youth and report correct findings
 - Ability to manage emergency situations effectively
 - Excellent organizational, written and verbal communication skills
 - Outstanding ability to effectively prioritize tasks and manage time efficiently
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Work Experience:

Youth Advisor, August 2005 – Present

HR Dynamics, Morristown, TN

- Provided comprehensive support services to program participants.
- Prepared participants for positions in internships and job openings through the provision of one-on-one tutelage and the facilitation of vocational skills, college awareness, post secondary planning and student centered workshops.
- Conducted multiple assessments with participants to develop individual service plans.
- Assisted program participants in reaching goals established in individual service plans.
- Facilitated regular workshops on a range of topics related to program outcomes following the divisional model based on research-proven workshop pedagogy.
- Tracked progress and provided additional support services.
- Developed and implemented student enrichment activities.

Youth Advisor, May 2000 – July 2005

Temple Kol Ami Emanu-El Day School, Morristown, TN

- Identified educational opportunities for Youth Groups.
 - Provided social and educational opportunities for youth.
 - Conducted on-going attendance outreach, including home visits and work site visits.
 - Maintained participant records detailing service needs and funding source.
 - Referred program participants to appropriate agencies and support services.
 - Engaged students' families to support positive outcomes for the students' and assisted families with identified needs.
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Education:

Bachelor's Degree in Human Services, Mount Union College, Alliance, OH

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