ROBERT SMITH

Lead Career Coach

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SUMMARY

Seeking Learning and Development positions or recruiting positions where I can fully utilize healthcare, business, and higher education subject matter expertise to help employees reach their full potential to ultimately assist an organization to succeed.

SKILLS

Microsoft Office, Social Networking, Counseling, mentoring, Leadership Development, Management, Relationship Management, Pastoral care, Career Development.

WORK EXPERIENCE

Lead Career Coach

ABC Corporation - 2001 – 2007

- Fostered employer, faculty, alumni, and student relations through effective communication and collaboration and the development of annual marketing brochures and campaign.
- Directly supervised, recruited, evaluated, and mentored six paraprofessional staff members (interns) and two technical website assistants.
- Formulated annual orientation and training program and organized, developed, and maintained training manuals and reference materials for Offices paraprofessional staff members.
- Assisted in the selection, implementation, and maintenance of electronic services and functions of the office as well as provided insight into the design of office website and database portal.
- Wrote annual strategic plan and monitored progress through development of Gantt charts, placement reports, and assessment activities using National and profession-wide benchmarks, secured top credentials during accreditation process and consultant review.
- Planned program topics and coordinated facility arrangements for state-wide OASPA/OAEE Fall and Spring conferences for approximately 200 people to educate members on geographic and industry trends.
- Created and monitored budget accounts, specifically job fair budgets with revenues exceeding $30K annually.

Career Coach

ABC Corporation - 1999 – 2001

- Recruited and determined eligibility for Workforce Investment Act Services Maintained a caseload of 200-300 job applicants.
- Initiate and maintain consultative, strategic partnerships with employers and account managers in order to understand their hiring needs.
- Assist with 500 job placements per contract year.
- Provide career counseling, job search assistance, and coordination of educational services.
- Facilitate orientation and workshops Administer career assessments (TABE & WORK KEYS).

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- Provide education on labor market trends, interviewing techniques, and recruiting process.
- Maintain Client Tracking System..

SCHOLASTICS

- Master of Business Administration in Healthcare Management - (The University of Phoenix)

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