

Career Development Counselor

ROBERT SMITH

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Objective

Thirteen years of work experience in the accounting field Nine years of real estate and property management knowledge as a key member in the rental and real estate sales environment Proficient in many business office computer software applications.

Skills

Organization, Time Management, Web-based Communication, Electronic Communication, Team Player, Microsoft Office Programs, Verbal And Written, Committed And Ethical.

Work Experience

Career Development Counselor

ABC Corporation - November 2009 - February 2013

- Manage residential at-risk youths to guide Students toward completion of High School Diploma/GED, Drivers License, and completion of their chosen trade.
- Assist Students in all areas Personal/Emotional, Educational, and Professional.
- Assess Student needs and develop strategies to meet them.
- Assess student progress as they move through the program.
- Maintain confidential clinical case files.
- Provide ongoing individual counseling.
- Develop relationships that foster trust and respect.

Career Development Counselor

Delta Corporation - 2004 - 2009

- Market energy efficiency presentations to potential clients for their "in-house" use Counsel program participants on career tracks that will help .
- Facilitated bi-weekly work-readiness, career, and academic workshops for up to 200 clients, ages 17-26 monthly Assist with new client orientations, .
- Assisted students to develop their personal career development plan Counseled young adults through socialemotional issues Facilitated group .
- Established supportive/mentoring relationships with students throughout their enrollment and provided personal, educational and career counseling .
- Eligibility determination, assessment, job development, job readiness, job search and placement, work activities, follow-up.
- Excelled in cultivating positive relationships with customers and networking with other agencies and businesses in the community.
- Identified resources to assist with job search, housing and child care services and ensuring that 100% of students were employed or going to college.

Education

Internship - 1500 Hous in School Psychology & Counseling - 1984(Texas State University - San Marcos, TX)