

Objective

Broad knowledge of administrative and human resource processes and best practices. Ability to work autonomously and as part of a team. Strong ability in using MS Office, databases outstanding communication and interpersonal skills. Ability to handle data with confidentiality, well organized and skilled with time management.

Skills

Project Management, Marketing, Sales Management, Sales, Customer Relationship Management.

Work Experience

Career Services Coordinator II

IBMC College - June 2015 – 2020

- Built genuine, caring relationships with students to increase externship placement and graduate placement.
- Provided input on short-term and long-term business objectives such as externship and graduate placement.
- Assisted in monitoring progress in achieving student goals, objectives, and timelines.
- Assisted in identifying revisions to processes and procedures to ensure compliance with program certification, rules, regulations, guidelines, state and federal laws, and school policies and procedures.
- Developed and cultivated strategic relationships with employers through contacting prospective employers by telephone, e-mail or face-to-face meetings to engage their participation in externship and/or hiring graduates.
- Conducted student extern and graduate one-on-one meetings as necessary to outline goals, brainstorm ideas and work on resumes.
- Conducted externship site visits and evaluations to ensure student extern success and externship site satisfaction.

Career Services Coordinator

Delta Corporation - 2010 – 2015

- Coached/mentored students for hiring success.
- Maintained confidentiality of all work information.
- Responsible for the overall operations of the career services center placing Graduates in careers.
- Directed the recruitment and staffing activities for seven-hundred students and graduates.
- Supervised, trained and directed interns on daily work activities and office duties as required.
- Analyzed job orders managing forecasts and placement goals, and performed student mock interviews.
- Increased placement rates by 46% since September 2013 by placing graduates with forty-three new businesses Make initial connection with students, .

Education

Master of Arts in Human Resources Management - (Webster University - St. Louis, MO)