ROBERT SMITH

Associate Career Services Coordinator

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To obtain a Customer Service/Leadership position with a company that will value my existing skills and abilities while providing for both personal and professional growth.

JANUARY 2010 – JULY 2011

ASSOCIATE CAREER SERVICES COORDINATOR - ABC CORPORATION

- Developed and facilitated Career Development Training Seminars and classroom sessions as well as prepare materials/handouts for staff and students.
- Created and oversaw student volunteer program for non-internship students.
- Interviewed, recruited, and supervised all prospective volunteers.
- Increased program participation by 200% in less than one year.
- Recruited employers to secure ten new medical internship and volunteer.
- Cultivated relationships with employers by attending community events such as Young Professionals, Chamber of Commerce, Healthcare Expo, etc.
- Organized guest speakers for Medical, General Education, and Information Technology programs.

2009 – 2010

CAREER SERVICES COORDINATOR - DELTA CORPORATION

- Developed and implemented plans and policies to achieve successful graduate employment goals.
- Managed new student orientation.
- Communicated and presented the critical role of Career Services Department.
- Restructured database of employers and externship sites with new opportunities, as well as externship assignments, and job placement material.
- Coordinates and compiles surveys to graduates and employers.
- Updated and maintained the Career Services database, documentation, reports and student.
- Maintained department files, supplies and other sources of information or items on record Coordinates seminars and workshops related to career.

EDUCATION

MAT - (East Carolina University - Greenville, NC)

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SKILLS

Teaching, Career Development, Marketing, Customer Service, Training & Development, Computer , Sales, Coaching, Customer Relations, Microsoft Office.