



HENRY WALKER

Career Services Representative

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Career Counseling



Case Management



Career Assessment



Labor Market Trends



Client Relationship Management



INTERESTS

💻 Technology

✈ Travel

🚴 Cycling

📷 Photography

STRENGTHS

❤ Gratitude

➔ Forward-thinking

🔥 Zeal

🔧 Intuition

LANGUAGES



English



Swahili



Dutch

ACHIEVEMENTS

★ Increased job placement rates by 30% through targeted outreach initiatives.

★ Developed and implemented a new workshop series that improved job readiness skills for over 200 students.

★ Established partnerships with 15 local businesses to create internship opportunities for graduates.

PROFESSIONAL SUMMARY

Bringing five years of dedicated experience as a Career Services Representative, I specialize in empowering job seekers through personalized career coaching and effective workshop facilitation. My proficiency in building strong employer relationships and navigating labor market trends enhances client success. I am committed to fostering professional growth and guiding individuals toward achieving their career aspirations.

WORK EXPERIENCE

Career Services Representative

📅 May / 2021-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Achieved a minimum placement rate of 30% above targets set by the Career Services Director.
2. Utilized the CampusVue database system to maintain accurate documentation and track student progress.
3. Established a lead generation system to identify entry-level job opportunities for students and graduates.
4. Collaborated with the Automotive department to launch the MOPAR Express Program at the Nashville campus.
5. Bridged industry needs with program capabilities to enhance student employability.
6. Trained new staff in effective career counseling techniques within the Career Services department.
7. Designed tailored job search strategies for students, enhancing their market readiness.

Career Services Representative

📅 May / 2020-May / 2021

Crescent Moon Design

📍 Portland, OR

1. Conducted employment training and counseling for students, connecting them with local employers.
2. Developed and taught job searching workshops focusing on rights and responsibilities in the workplace.
3. Individually counseled students on career goals and strategies to overcome barriers to employment.
4. Sourced job leads online and communicated effectively with Career Development Representatives (CDRs).
5. Managed a portfolio of 80 students, assisting with job searches and career placement opportunities.
6. Ensured resume accuracy for students' career paths and generated reports to track placement success.

EDUCATION

Bachelor of Arts in Psychology

📅 May / 2019-May / 2020

University of Tennessee

📍 Denver, CO

Focused on understanding human behavior and career development strategies.