ROBERT SMITH

Associate Career Services Specialist

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SUMMARY

Experience accounting professional with over ten years of experience in accounts receivable and accounts payable with exceptional customer service skills. Extensive background in problem solving skills, a self motivated person who is detailed oriented. Able to contributed to a team project or work independently.

CORE COMPETENCIES

Video Editing, Bilingual, Motion Graphics, Graphic Design.

PROFESSIONAL EXPERIENCE

Associate Career Services Specialist

ABC Corporation - 2015 – 2015

Key Deliverables:

- Oversaw a massive portfolio of over 200 students throughout their academic semesters to ensure a high level of job placements once the student graduates.
- Reviewed and edited student resumes to enhance the overall quality and marketability.
- Coached students on personal/professional etiquette skills needed for job interview preparation.
- Conducted weekly workshops for students to help make them aware of program goals and expectations while completing their Program requirements.
- Compiled data in spreadsheet and graph format to accurately display students that have job placements; and file confidential records into student files.
- Administered entry and exit interviews to all students.
- Developed creative workshop materials for student trainings.

Career Services Specialist

Delta Corporation - 2011 – 2015

Key Deliverables:

- Acted as an office assistant Dependability Greeted students and alumni Microsoft Office Answered and directed telephone calls Spanish language .
- Represented the graduates of UEIs Criminal Justice Program to employers for direct hire placement.
- Met and exceeded all performance bench marks for gross and net placement.
- Attended events for the San Diego Regional Chamber of Commerce to represent the various programs at UEI College.
- Conducted Career Day events whereby I would visit student classrooms to teach on matters related to, interviewing technique, resume construction, and .
- Work with graduated and current students in job placement.
- Prospect for new and existing job leads.

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EDUCATION

Bachelor of Science in Journalism - (FLORIDA A&M UNIVERSITY - Tallahassee, FL)

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