

# ROBERT SMITH

## Career Transition Specialist II

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Screened resumes and notified prospective applicants of job postings matching their competencies. Exceptional communication skills and progressively knowledgeable in Microsoft Office.

### **JULY 2008 - AUGUST 2011**

#### **CAREER TRANSITION SPECIALIST II - ABC CORPORATION**

- Identified and placed students in opportunities that provided hands-on, real-life workplace experiences.
- Consistently secured employment for 90% of students within 30 days of graduation.
- Developed methods to ensure relationships with the employers and ongoing contact with graduates.
- Provided extensive retention services to graduating students up to a year after program completion.
- Counseled students in concrete areas of vocational guidance and career readiness.
- Assisted high school students in setting post- secondary goals.
- Researched methods to attain or exceed those goals.

### **2003 - 2008**

#### **CAREER TRANSITION SPECIALIST - DELTA CORPORATION**

- Provide career transition assistance to Job Corps graduates ages (16-24) after completion of Job Corp programs Mentor, monitors and models the Career .
- Networked with local businesses to provide opportunities for students to obtain experience and reach their personal and professional goals in life.
- Developed employment opportunities and assisted in employment readiness training for program graduates and alumni.
- Effectively managed caseload of approximately 60-80 current and former enrollees that resulted in achieving fiscal year employment services objectives; i.e.
- successful transition to post-secondary education, training and or employment.
- Trained students to become career ready and marketable through the implementation of career readiness workshops on topics relevant to employment; i.e.
- skill analysis, college preparation, labor market analysis, interviewing, resume writing, job searching techniques.

## **EDUCATION**

Master of Science in Education - (Duquesne University - Pittsburgh, PA)

## **SKILLS**

Management, Business development.