

# CHARLOTTE HARRIS

## Job Placement Specialist

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### PROFESSIONAL SUMMARY

With a decade of experience as a Job Placement Specialist, I excel in connecting job seekers with suitable employment opportunities while fostering strong relationships with employers. My expertise in career counseling, workforce development, and diversity initiatives drives successful placements. I am dedicated to empowering individuals to overcome barriers and achieve their career goals.

### WORK EXPERIENCE

#### Job Placement Specialist

Blue Sky Innovations

📅 Mar / 2018-Ongoing

📍 Chicago, IL

- 1. Managed comprehensive assessments of clients' skills and interests to guide vocational planning and job placement.
- 2. Facilitated connections between job seekers and employers to ensure successful employment matches.
- 3. Developed tailored job search strategies, including resume building and interview preparation.
- 4. Provided ongoing support and follow-up to clients post-placement to ensure job satisfaction and retention.
- 5. Organized and led training sessions on job search techniques and workplace readiness.
- 6. Collaborated with local organizations to promote workforce development initiatives and job fairs.
- 7. Maintained accurate records of client progress and outcomes for reporting and evaluation purposes.

#### Employment Consultant

Cactus Creek Solutions

📅 Mar / 2015-Mar / 2018

📍 Phoenix, AZ

- 1. Assisted in developing individualized employment plans based on clients' strengths and goals.
- 2. Created job opportunities through proactive outreach to local employers and businesses.
- 3. Facilitated workshops on professional development topics, enhancing clients' employability.
- 4. Monitored client progress and adapted strategies to meet changing needs and challenges.
- 5. Engaged in community networking to identify and promote job openings.
- 6. Worked closely with multidisciplinary teams to coordinate services for clients.

### EDUCATION

#### Bachelor of Arts in Psychology

University of Southern California

📅 Mar / 2012-Mar / 2015

📍 Denver, CO

Focused on understanding human behavior and effective communication strategies.

### SKILLS

Market Research

Job Development

Skills Assessment

Workforce Development



### ACHIEVEMENTS

- ★ Facilitated job placements for over 300 candidates annually, achieving a 90% success rate in job retention.
- ★ Developed and implemented a job readiness program that improved employability skills for over 150 individuals in the community.
- ★ Established partnerships with 50+ local businesses, enhancing job opportunities for clients and fostering employer engagement.