

ROBERT SMITH

Employment Consultant IV

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To work in an organization that offers a challenging and learning environment to work and provides scope for individual development and offers attractive proposals for long term personal development and career growth. To be able to contribute in a positive way for the growth of the organization in return for job satisfaction, continuous learning, and personal growth

2002 - 2019

EMPLOYMENT CONSULTANT IV - MN DEPARTMENT OF ECONOMIC SECURITY

- Collected, organized, and analyzed information about individuals through records, tests, interviews, and personality characteristics for vocational and educational planning.
- Compiled and studied occupational, educational, and economic information to aid counselees in making and carrying out vocational and educational objectives.
- Refer students to placement services and job placement.
- Planned, organized, and prioritized own cases, schedules, and appointments.
- Assisted individuals to understand and overcome social and emotional problems.
- Prepared and presented informational training and held job sessions for unemployed individuals.
- Prepared written reports to document services received by the individual to unemployment insurance claimants.

1997 - 2002

EMPLOYMENT CONSULTANT - ABC CORPORATION

- Maintains knowledge of individuals, their employment/service plans, and support needs.
- Assists employment specialist and/or manager in the overall delivery of services to designated individuals in caseload by contributing to employment plans, developing services that are individualized and ensuring opportunities have created that result in good job matches and help people in the program to better attain their goals.
- Identifies and discusses with the employment specialist or manager changes that may be needed in an individuals employment service plan.
- Performs job development services including creating, developing, and securing jobs in the community through relationships with local employers and by face to face contact, telephone, and networking.
- This is Dummy Description data, Replace with job description relevant to your

current role.

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EDUCATION

Master of Business Administration in Human Resource Management - 1995
(Averett University - Danville, VA)

SKILLS

Public Speaking, Recruiting, Assessment, Teaching, Research, Case Management, Human Services, Interviewing.