



# NOAH WILLIAMS

## Employment Specialist

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### SKILLS

Proficient in Microsoft Office Suite



Internet Research and Navigation



Familiarity with SAP and IFS Software



Advanced Microsoft Word Skills



Data Analysis and Reporting in Excel



### INTERESTS

📖 Birdwatching 🧳 Traveling

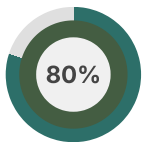
🏆 Sports Coaching 🧶 Knitting

### STRENGTHS

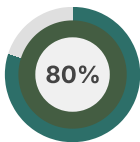
🔧 Pragmatism 🍃 Sensitivity

💖 Sincerity 📍 Stability

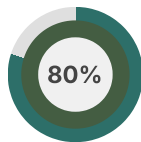
### LANGUAGES



English



Italian



Russian

### ACHIEVEMENTS

★ Successfully placed over 300 individuals in sustainable employment within a year, achieving a 90% job retention rate.

★ Developed and implemented a job readiness workshop series that improved participant employment outcomes by 40%.

### PROFESSIONAL SUMMARY

Dynamic Employment Specialist skilled in developing tailored job search strategies and conducting workshops. Successfully placed over 300 candidates in diverse industries, significantly reducing unemployment rates in the community.

### WORK EXPERIENCE

#### Employment Specialist/Job Developer

📅 Jan / 2019-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Conducted comprehensive employability assessments to evaluate skill levels and career aspirations, guiding job seekers towards suitable employment opportunities.
2. Collaborated with vocational rehabilitation counselors to enhance job placement success for clients, ensuring a smooth transition into the workforce.
3. Maintained meticulous client records and generated monthly performance reports for caseload management.
4. Developed tailored job development strategies for individuals in employment services, achieving a remarkable 79% retention rate through effective client-employer matching.
5. Established strong relationships with employers and job seekers, advocating for conflict resolution to enhance retention outcomes.
6. Provided expert assistance in resume creation and interview preparation, significantly increasing clients' chances of securing interviews.
7. Represented the organization at job fairs, promoting diversity placement services and expanding community outreach and program referrals.

#### Job Employment Specialist

📅 Jan / 2015-Jan / 2019

Cactus Creek Solutions

📍 Phoenix, AZ

1. Delivered tailored instruction and accommodations as per service plans, empowering service recipients to thrive in various business environments.
2. Provided educational support to businesses, coworkers, and supervisors to foster an inclusive workplace culture.
3. Participated in the creation of individualized employment service plans to meet client needs effectively.
4. Oversaw job placements for skills training graduates, ensuring a seamless transition into the workforce.
5. Coordinated job development initiatives by creating actionable work goals and flexible strategies to meet contract standards.

### EDUCATION

#### Bachelor of Arts in Human Services

📅 Jan / 2012-Jan / 2015

University of Springfield

📍 Phoenix, AZ

Focused on workforce development and client advocacy, equipping students with the skills necessary to support diverse populations.