

LIAM ANDERSON

Employment Specialist

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PROFESSIONAL SUMMARY

With a robust 7 years of experience as an Employment Specialist, I excel in crafting individualized employment plans that significantly enhance job readiness for a wide array of clients. My proven ability to cultivate partnerships with employers and community organizations ensures effective job placements. I am deeply committed to empowering individuals to realize their career goals through personalized coaching and ongoing support, fostering sustainable professional success.

WORK EXPERIENCE

Employment Specialist Supervisor 📅 Jan / 2020–Ongoing
Quantum Solutions LLC 📍 Phoenix, AZ

- 1. Managed a diverse caseload of 75 clients, providing tailored support for psychological and emotional challenges.
- 2. Conducted comprehensive assessments and initial interviews to evaluate client needs and employment readiness.
- 3. Collaborated with community professionals to identify job and educational opportunities for clients.
- 4. Authorized and monitored employment and educational opportunities for eligible clients.
- 5. Served as the primary contact for local services seeking qualified candidates for employment.
- 6. Facilitated workshops focused on life skills, coping mechanisms, and decision-making strategies.
- 7. Guided clients in developing essential job-seeking skills, including resume writing, interview preparation, and job retention techniques.

Education/ Employment Specialist 📅 Jan / 2018–Jan / 2020
Cactus Creek Solutions 📍 Phoenix, AZ

- 1. Assessed the strengths and needs of service recipients to effectively match them with community job opportunities.
- 2. Demonstrated job tasks to service recipients, ensuring proper technique and understanding of job requirements.
- 3. Trained service recipients to meet employer standards, promoting independence and productivity.
- 4. Encouraged positive behavior and social integration through reinforcement and instruction.
- 5. Documented performance metrics and progress of supported workers towards their goals.

EDUCATION

Bachelor of Arts in Psychology 📅 Jan / 2016–Jan / 2018
University of California 📍 Phoenix, AZ

Focused on human behavior and social systems, providing a foundation for understanding client needs.

SKILLS

- Microsoft Office Suite
- SAP Human Capital Management
- Human Resources Information Systems
- Administrative Management
- Client Case Management

INTERESTS

- 🍺 Home Brewing 🦋 Wildlife Conservation
- 🐾 Running 🗣️ Public Speaking

STRENGTHS

- 👍 Willingness 📖 Wisdom
- 🔥 Zeal 💡 Ingenuity

LANGUAGES

- English
- Italian
- German

ACHIEVEMENTS

- 🌟 Successfully placed over 150 clients in sustainable employment within one year, enhancing community workforce participation.
- 🌟 Developed and implemented a job readiness workshop series that increased participant job placement rates by 40%.