

# Employment Training Specialist

## ROBERT SMITH

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### Objective

Have a strong work ethic combined with 20 years of customer service experience with implementation / adhering to corporate policies along with compliance to union agreements, 5 years of staffing/ HR experience, one year of full-cycle recruitment experience. One year of client account management experience.

### Skills

Microsoft Word, PowerPoint, Excel, HCSIS, EIM, Time Trak, AS400, Work Flows, Phoenix, Cognifit, Nero, Sirsi, SPSS, Internet/Email.

### Work Experience

#### Employment Training Specialist

**ABC Corporation** - March 2014 - January 2016

- Identify and assess the training needs of an individual.
- Meet with managers and supervisors to ascertain needs.
- Train employees for specific jobs.
- Develop, organize, conduct, and evaluate training programs.
- Create teaching materials.
- Teach skills such as computer applications, phone systems, product assembly, policies and procedures, and inventory planning.
- Direct structured learning experiences.

#### Employment Training Specialist

**Delta Corporation** - 2011 - 2014

- Assess individuals with developmental disabilities and/or mental health diagnoses to determine clients ability to be employed within the community .
- Networking with local businesses and employers to develop employment opportunities for individuals with developmental and intellectual disabilities.
- Provide vocational counseling and job coaching.
- Complete job/task analysis including developing and implementing job training plans and monitoring job placements.
- Create and distribute outreach materials to community settings and the employment arena.
- Job coached persons with various disabilities at local businesses, job coached in a group setting of 3 to 5 students for Gaylord High School Career .
- Trained, Managed, Motivated and Advocated for Adults with Disabilities in to ensure Individual Placement Success at various job sites throughout .

### Education

Diploma - August 2008(University of Oklahoma Human Relations - Tulsa, OK)