

ROBERT SMITH

Employment Training Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

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.

CORE COMPETENCIES

Microsoft Office, Microsoft Excel.

PROFESSIONAL EXPERIENCE

Employment Training Specialist

ABC Corporation - March 2014 – January 2016

Key Deliverables:

- Trained developmentally disabled young adults for employment readiness.
- Prepared clients with interview skills, job development, etc.
- Providing job-coaching services to supported Employment program participants working in groups.
- Job coaching and promoting career development support to improve job skills.
- Identified and analyzed local community job sites to develop a variety of appropriate training options for participating students.
- Assisted students in job acquisition.
- Provided job training and follow-up support to each student.

Employment Training Specialist

Delta Corporation - 2012 – 2014

Key Deliverables:

- Bronx PEP Trained developmentally disabled young adults for employment readiness Prepared clients with interview skills, job development, job .
- Providing job-coaching services to Supported Employment program participants working in groups.
- Job coaching and promoting career development support to improve job skills.
- Identified and analyzed local community job sites to develop a variety of appropriate training options for participating students.
- Assisted students in job acquisition.
- Provided job training and follow-up support to each student Responsible for marketing and public relations connecting program with the business .
- Identified and analyzed local community job sites to develop a variety of appropriate training options for participating students.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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