

## Objective

Dedicated and accomplished professional with a broad background of sales and management experience in multiple career fields. Highly analytical and organized with a demonstrated ability to improve efficiency and effectiveness of programs.

## Skills

Painting, Supervisor.

## Work Experience

### Employment Training Specialist

**ABC Corporation** - February 1993 – March 1999

- Interview individuals to evaluate skills and interests to create job search criteria.
- Research and visit potential employers to find employment opportunities suitable to each individual based on evaluation criteria.
- Perform hands-on pre-employment training to learn the job prior to the individuals start date and develop a "task analysis".
- Perform initial one on one Job Coaching.
- Demonstrate the performance of each task involved in the job using the task analysis.
- Allow the individual to become independent on all tasks while monitoring progress and generating written progress reports.
- On-going monitoring of individuals progress in order to address any problems or difficulties they may encounter, structurally or socially.

### Employment Training Specialist

**Delta Corporation** - 1990 – 1993

- As an ETS I am responsible for transporting each client to his/ her job sites.
- Am also responsible for Case management, job coaching and training each client according to his/ her disability.
- Ive established many positive relationships with both clients and coworkers.
- Give assistance when needed and will always come to work with a positive attitude Skills Used Problem solving, training, time management, leadership, .
- See consumers at their job sites and train them on how to do their job tasks correctly, how to improve their social skills, and how to communicate at .
- Help them to reach their goals by redirecting, reminding, encouraging, and praising.
- Provide emotional supports, and help them to maintain their employment opportunity.

## Education

Certification in Secondary Education - (NY State)