Robert Smith

Lead Job Placement Specialist

CONTACT DETAILS

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Alabama
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PERSONAL STATEMENT

PHR Certified professional driven to obtain a position in a human resources field where can use talent in employee relations, recruiting, and problem solving. Possess over 7 years of experience in the field with emphasis on full cycle recruiting (exempt and non-exempt employees), business development, and employee/job seeker skill development.

WORK EXPERIENCE

Lead Job Placement Specialist

ABC Corporation - December 2003 – July 2005

Responsibilities:

- Screened and assessed potential candidates for employability.
- Referred improper candidates to proper sites within JVS or other known agencies.
- Co-developed job readiness training program; implemented it on bi-weekly basis.
- Assessed or created resumes and cover letters for candidates.
- Placed difficult candidates in jobs matching their skills and abilities; monitored job retention.
- Job developed and established relationships with employers and businesses using cold-calling phone techniques and networking approaches.
- Monitored job resource room and internet usage.

Job Placement Specialist

Delta Corporation - 2000 – 2003

Responsibilities:

- Job Skills Multi- line phone system; Data entry; client class teaching; evaluation and job placement.
- Assist disabled persons in preparation to obtain employment Search and recommend job opportunities to the disabled Research and locate employers .
- Engaged clients and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community settings.
- Assisted clients in learning how their benefits will be affected by earned income, and after employment is achieved, assist with an individualized .
- Helped clients think about long-term employment goals, work history, strengths, personal culture (as defined by each person), justice involvement, .
- Completed career profile for each new client with information from the client, mental health practitioners, and with permission, family members or .
- Assist clients with disabilities in finding gainful employment.

SKILLS

Sales, Communication skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

B.A. in Human Services - (University of Minnesota - Morris, MN)

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