

Robert Smith

Job Placement Specialist

Phone (123) 456 78 99
Email: info@qwikresume.com
Website : www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

SUMMARY

Screened resumes and notified prospective applicants of job postings matching their competencies. Exceptional communication skills and progressively knowledgeable in Microsoft Office.

SKILLS

Microsoft Office, Customer service.

WORK EXPERIENCE

Job Placement Specialist

ABC Corporation - December 2003 – August 2006

- Established a system in how we serve the public who need assistance to resources or services they need.
- able to work efficiently in a high stress work environment when assisting the public with their needs in a resource center.
- Utilized in directed and assisting the public during peak hours of a work day.
- Able to utilize discretion and good judgment when problematic issues occur.
- Reviewed job orders and match applicants with job requirements, utilizing manual or computerized file search resulting in 100% placement.
- Informed applicants of job duties and responsibilities, compensation and benefits, work schedule, working condition, promotional opportunities and other related information.
- Recorded additional knowledge, skills, abilities, interest, test result and other data pertinent to selections and referral of applicants.

Job Placement Specialist

Delta Corporation - 1999 – 2003

- Instruct job placement sessions following established curriculum Create and administer job preparedness curriculum and questionnaire Analyze data to .
- Provide career management services to assist the SRS population with a focus on helping clients obtain employment.
- Assist clients with a combination of the following; intake, interviewing, eligibility verification, referrals to supportive services, employer .
- Ensure that clients file documentation that meets regulatory guidelines and are completed in a timely manner.
- Record and document all job search activities on a daily basis.
- Provide job counseling & job search assistance for individuals with disability related barriers to employment Advocate for clients by developing & .
- June 1998 to January 2003 Screen applications, set up interviews, conduct interviews, job fairs, orientation, career days, training (became a .

EDUCATION

Diploma - (Strayer University - Coral Springs, FL)