



CHARLOTTE HARRIS

Community Engagement Resource Specialist

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Los Angeles

www.qwikresume.com

SKILLS

Community Outreach Strategies



Quality Assurance



Data Analysis For Community Programs



Community Event Coordination



Conflict Resolution



Documentation Management



INTERESTS

Birdwatching Traveling

Sports Coaching Knitting

STRENGTHS

Pragmatism Sensitivity

Sincerity Stability

LANGUAGES



English



Polish



French

ACHIEVEMENTS

Successfully increased community event participation by 40% through targeted outreach efforts.

Developed and implemented a resource-sharing program that improved access to services for over 500 residents.

PROFESSIONAL SUMMARY

Experienced Community Engagement Resource Specialist with 7 years in fostering community partnerships and enhancing outreach initiatives. Expertise in stakeholder engagement, program development, and resource management. Proven track record of implementing strategies that boost community participation and drive impactful results. Dedicated to creating inclusive environments that empower diverse populations.

WORK EXPERIENCE

Community Engagement Resource Specialist Mar / 2021-Ongoing
Quantum Solutions LLC Phoenix, AZ

- Assist community members in accessing unemployment resources and programs tailored to their needs.
- Coordinate outreach initiatives to engage diverse populations in employment and training opportunities.
- Manage schedules for assessments and workshops, ensuring timely participation from clients.
- Conduct research to identify community needs and maintain an organized filing system for resources.
- Guide clients through orientation processes, facilitating smooth account setups and service access.
- Collaborate with external partners to enhance recruitment efforts and create job placement opportunities.
- Provide support for community events, ensuring effective communication and logistics management.

Resource Specialist Mar / 2018-Mar / 2021
Cactus Creek Solutions Phoenix, AZ

- Engaged bilingual candidates for retail positions, enhancing recruitment efforts across the Northeast.
- Leveraged online platforms to source potential applicants, expanding the candidate pool.
- Maintained a database of applicants, ensuring accurate tracking of resumes and assessments.
- Screened candidates for language proficiency and suitability for available roles.
- Provided timely responses to candidate inquiries via email, maintaining strong communication.
- Facilitated candidate interviews, coordinating with hiring managers to streamline the process.

EDUCATION

Bachelor of Arts in Community Studies Mar / 2015-Mar / 2018
University of California Chicago, IL

Focused on community engagement, resource management, and social impact.