

# Robert Smith

## Vocational Counselor/

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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### PERSONAL STATEMENT

I'm a professional customer service specialist offering ten years of experience. I have provided customer support in busy office environments for government agencies, employers and transportation agencies. I have an unwavering commitment to customer service, with the ability to build productive relationships, resolve complex issues and win customer loyalty. I have the strategic relationship and partnership building skills.

### SKILLS

Negotiation, manager,  
sales performance,  
investigation.

### LANGUAGES

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

### WORK EXPERIENCE

#### **Vocational Counselor/**

**Hope Village Inc - November 2011 - 2020**

##### *Responsibilities:*

- Instructed residents on proper and appropriate office behavior and dress.
- Implemented the Employability Development Plan. Responsible for maintaining employer client relationships.
- Maintained chronological case notes, charts, forms, folders, and other related documents
- Notated and documents accurate information of program activities and status applicants
- Performed a variety of clerical tasks to include but not limited to scheduling appointments.
- Experienced to perform such tasks as, but not limited to, inputting data.
- Referred and direct applicants and clients to appropriate agencies.

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

#### **Vocational Counselor**

**ABC Corporation - 2010 - 2011**

##### *Responsibilities:*

- 62901.
- Completed 128 practicum site contact hours.
- Completed 50 counseling hours of direct counseling.
- Assisted clients with developing vocational interest and goals.
- Assisted clients in recognizing barriers to finding and keeping employment.
- Monitored students weekly academic and vocational progress.
- Prepared weekly status reports of student academic and vocational progress.

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

### Education

Criminal Justice - (Centura College - Tidewater, VA)