

Robert Smith

Vocational Counselor/

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SUMMARY

Utilized Microsoft Office and other platforms to develop training curriculum and handouts; able to translate to Spanish as needed, and made all information easily accessible to all parties through the use of technology ensure ADA compliance and compliance to all State and Federal laws on all public materials. Worked in Higher education setting to design, develop and implement curriculum for students utilizing multiple platforms, including Microsoft Office Power Point, Word and Excel.

SKILLS

Painting, Carving, Tile, Graphic Arts, Folk Arts, Digital Music, Movement Exercises, Murals, etc.

WORK EXPERIENCE

Vocational Counselor/

ABC Corporation - January 2009 - March 2010

- Received direct referrals from the state Labor & Industries that were employees who had sustained on the job injuries.
- Provided counseling and referral services. Skills Used Well over experience in case management and counseling.
- Wrote vocational rehabilitation plans to allow the clients to return to work within their physical and mental abilities.
- Able to counseled and created avenues for the client to return to work.
- Active listened and recommended services within the community.
- Developed classroom training programs for a Federal job training program.
- Assessed clientele and selected for placement into training programs.

Vocational Counselor

Ortega Counseling Center - 2007 - 2009

- Offer Vocational counseling to the interested and qualified clients.
- Provided necessary planning and execution strategies to the administrators.
- Recorded necessary documentation and program developmental reports.
- Contacted Insurance and Attorneys offices requesting any documents needed.
- Front office administrative work along with Microsoft Word and Excel.
- Case Management Data Entry Follow up with clients.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor in Social Work - 1978(Portland State University - Portland, OR)