

ROBERT SMITH

Vocational Counselor/

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Dedicated Administrative and Human Resource professional with years of experience administering benefits, developing, coordinating, supervising, and facilitating programs and trainings to meet employees and organizational needs. Collaborated with all levels of staff and management to create and interpret policies for the betterment of all constituents involved. Possess the ability to work in fast paced settings with diverse groups and situations to create culturally competent work environments.

EXPERIENCE

Vocational Counselor/

ABC Corporation - OCTOBER 2007 - SEPTEMBER 2010

- Helped clients understand personal capabilities to develop career goals increasing the quality of life.
- Provided link between people looking for work and employers.
- Assisted clients with employment and skills needed to perform various positions.
- Worked for organizations providing job readiness services free of charge.
- Interviewed pregnant and parenting students to learn about their personalities, education, work experience, skills.
- Developed and implemented career exploration, job readiness curriculum.
- Offered job placement services with city employers.

Vocational Counselor

ABC Corporation - 2004 - 2007

- Assisted consumers with autism by engaging in the community.
- Administered meds, took vitals, prepared meals.
- Clean kitchens, livingrooms, bedrooms, bathrooms.
- Dust and polished all furniture, and swept floors and mopped.
- Took consumers on errands such as grocery shopping and paying bills.
- CPR and First Aide, award for outstanding achievement, and employee recognition.
- Skills Used Customer satisfaction..

EDUCATION

- Bachelors of Art in Psychology and Business Management - (Keuka College - Keuka Park, NY)



SKILLS

Microsoft Office.