

Vocational Counselor/

ROBERT SMITH

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Objective

A dedicated professional with solid experience in vocational assessment, the design of training programs through Needs Assessment Surveys and interviews with employees; consult with managers, instructors, or customer representatives to design, plan, organize, or direct orientation and training programs to assist job seekers/workers to maintain or improve job skills Training and Development As a Consultant / Trainer design and facilitate team building workshops and strategic planning sessions.

Skills

Work Experience

Vocational Counselor/

ABC Corporation - August 2007 – July 2012

- Designed, conducted, and evaluated job readiness workshops for juveniles and adults.
- Administered and interpreted ONET career assessments. Acquisition and Retention Screened interviewed and hired staff.
- Demonstrated the ability to use experiential training techniques.
- Worked with a multi-agency team consisting of law enforcement and mental health professionals.
- Oversaw plumbing intern program with Bill Howe Plumbing Inc.
- Maintained client database using CISRS and Efforts To Outcomes (ETO) software.
- Designed and implemented customer service curriculum and workshop for Green Energy product salespeople.

Vocational Counselor

ABC Corporation - 2005 – 2007

- 95747 Duties Supervised disabled workers at their jobs.
- Provided employment development opportunities in cooperation with the California Department of Rehabilitation.
- Coordinated job readiness and college preparation planning sessions with qualified individuals about academic admission requirements, resume writing, career exploration, and job interviewing/placement.
- Administered career exploration assessments, such as Eureka, Job Survival, GED pre-tests, and so forth.
- Also assisted with purchasing orders, accounts payable, accounts receivable, travel, and personnel activities.
- Assisted with SSI/SSDI clients toward employment..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Certificate in Human Resource Management - (San Diego State University - San Diego, CA)