

Robert Smith

Vocational Counselor/

CONTACT DETAILS

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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.

WORK EXPERIENCE

Vocational Counselor/

ABC Corporation - January 2009 - March 2010

Responsibilities:

- Assisted consumers with autism by engaging in the community.
- Administered meds, took vitals, prepared meals. CPR and First Aid, an award for outstanding achievement, and employee recognition.
- Cleaned kitchens, living rooms, bedrooms, bathrooms. Took consumers on errands such as grocery shopping and paying bills.
- Dusted and polish all furniture, and swept floors and mopped.
- Drove consumers to their landscaping jobs Individual objectives for consumers such as crossing the street.
- Counted money and hygiene Teach consumer the alphabet sounds, writing their name, safety signs.
- Helped clients develop and implement realistic career and academic goals.

Vocational Counselor

ABC Corporation - 2004 - 2009

Responsibilities:

- Owner of the firm.
- Received direct referral from Washing state Labor & Industries that were those who had sustained on the job industries.
- Provided counseling and referral services.
- Wrote rehabilitation plans to enable clients to return to work within their physical and mental abilities.
- Managed the firm.
- Administrative duties combined with all aspects of counseling and referral services.
- Skills Used Math for budgeting and billing and ability to listen and offer advice to clients and their families..

Education

High School Diploma - 2014(John Muir Charter School - San Francisco, CA)

SKILLS

Customer Service
Cashier Warehouse.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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