

ROBERT SMITH

Vocational Counselor

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Phone: (0123)-456-789

SUMMARY

Articulate communicator, able to effectively interact with diverse populations of students at a variety of academic levels. Consistently maintain excellent relations with students.

SKILLS

Communication Skills, Critical Thinking.

WORK EXPERIENCE

Vocational Counselor

ABC Corporation - November 2008 – September 2011

- Provided vocational and disability counseling and employment services.
- Administered interview, intake, and evaluation services.
- Provided group and individual counseling sessions.
- Maintained a case management system for client information.
- Provided effective service delivery in areas of eligibility, background checks, requirements, and review of legal and medical records.
- Enhanced relationship management with Public Defender and Solicitors offices.
- Adhered to ADA-Americans with Disabilities Act.

Vocational Counselor

ABC Corporation - 2004 – 2008

- Served as a Job Coach to clients with socio-economic challenges to employment.
- Developed & implemented individual employment plans for job seekers & clients.
- Infused enthusiasm throughout the hiring & interview process; providing guidance, tips & motivation for success.
- Administered work readiness exams, TABE testing & logical reasoning assessments.
- Counseled job seekers & made social service referrals to remove all barriers to client employment..
- This is Dummy Description data, Replace with job description relevant to your current role.
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SCHOLASTICS

- Certificate in Human Resources - (CPCC-Central Piedmont Community College)