

Objective

Correction, Customer Services and Security professional with more than 15 years of experience, working in fast-pace environment demanding strong organizational, technical, and interpersonal skills. Trustworthy, ethical and discreet. Enthusiastic, quick learner, able to multi-task and motivate. Ability to work independently or cooperatively as a team member.

Skills

Interviewing preparation, resume writing, job searching methodologies, business relations, job development, public speaking, presentations, utilized various software platforms to create presentations, small and large group work groups.

Work Experience

Vocational Counselor/

ABC Corporation - February 1993 – July 2011

- Interviewed clients upon admission and seek further information from referring agencies as needed.
- Studied the case histories of clients to determine their job interests and degree of skills.
- Provided assistance in developing and maintaining intra agency communication and liaison with other agencies.
- Held responsible for coordinating the preparation of special reports.
- Developed and maintained an employment resource library.
- Maintained employment data records and financial records, and updated weekly to reflect changes.
- Developed contacts with administrators and personal officers to develop new positions and training possibilities.

Vocational Counselor

The Choice Group - 1988 – 1993

- -Currently work with adults who have disabilities who want to get back into the work force either full or part time.
- Perform situational assessments to make sure client is ready to go back into the workforce.
- Help clients with job development and completing applications on line, Help client with on site training when they get a job and assist in helping employers train clients properly.
- Maintain month to month contact with the client as long as they have the job.
- Work with local DARS to ensure success of the client in the job they get.
- Develop ISP;s for clients as they transition from situational assessment to job development to on the job training.
- Complete daily notes and assessments as needed..

Education

High School in Basic - 1983(F.W. Ballou High School - Washington, DC)