

Steven Hairston

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EXPERIENCE

Career Service Specialist / Admissions Counselor

Charleston Job Corps Center Career

Nov 2020 - Present

- Maintain a goal of employing 80% of the students assigned to me. I hit this goal by reaching out to students and businesses directly to create a connection between the two. Goal has been hit 11 out of 17 months.
- Communicate with team director and report statistics and new ideas for outreach.
- Familiarize myself with essential functions of Job Corps and explain it to youth programs, schools, homeless shelters by conducting presentations.
- Conduct in person information sessions to large groups to answer questions and persuade applicants to chose Job Corps.
- Collect labor market data and generate job leads based off data.
- Help troubleshoot problems with potential applicants by using my knowledge of the Job Corps system.
- Updated and maintained database with accurate customer information and timely data entry.
- Followed up with customers regarding program functionality and overall satisfaction.

Shift Leader

Starbucks

Sep 2017 - May 2019

- Oversaw shift operations to create quality products that met company standards.
- Report statistics to store manager
- Coached and developed staff using variety of soft skills and technical abilities.
- Fostered collaboration among team members using strong communication and prompt conflict resolution.

Admissions Ambassador

West Virginia University

Feb 2016 - Feb 2017

- Assisted in the recruitment and admissions of prospective college students.
- Present college admissions presentations to large groups of people and field questions.
- Participated in faculty and college committee activities.
- Provided assistance to faculty and staff in duties such as teaching classes, conducted orientation programs, issued transcripts and scheduling events.

EDUCATION

Bachelor of Arts Psychology

West Virginia University

GPA 3.0

May 2020

Awards & Honors

- Promise Scholar
- Mrs. M H Bowyer Presidential Scholarship

Extracurricular Activities

- WVU Adolescent Development Lab Researcher

ADDITIONAL SKILLS

- Self Organization
- Sales
- Job Development
- Guest Services