



MICHAEL ANDERSON

CAREER SERVICES COORDINATOR

CONTACT

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-  San Francisco, CA

SKILLS

- career counseling
- employer relations
- job search strategies
- workshop facilitation
- performance evaluation
- recruitment support

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN HUMAN RESOURCES MANAGEMENT, STATE UNIVERSITY

ACHIEVEMENTS

- Increased job placement success rates by 30% within one year of program implementation.
- Developed a comprehensive resource guide for adult learners seeking employment.
- Recognized for outstanding service with the 'Excellence in Career Services' award in 2020.

PROFILE

As a dedicated Adult Career Educator with over 8 years of experience, I specialize in providing customized career guidance to adult learners seeking to enhance their employability. My background in human resources and career counseling allows me to effectively assist individuals in identifying their career goals and the skills needed to achieve them.

EXPERIENCE

CAREER SERVICES COORDINATOR

CareerPath Solutions

2016 - Present

- Implemented career counseling sessions for over 200 adults, focusing on skill assessment and job matching.
- Created and maintained relationships with local employers to facilitate job placements.
- Organized career fairs and networking events that connected clients with potential employers.
- Designed and delivered workshops on job search techniques and resume development.
- Conducted follow-up assessments to track client progress and satisfaction.
- Utilized career assessment tools to guide clients in identifying suitable career options.

HUMAN RESOURCES ASSISTANT

ABC Corporation

2014 - 2016

- Supported recruitment efforts by screening resumes and conducting initial interviews.
- Assisted in the development of employee training programs aimed at skill enhancement.
- Maintained employee records and assisted in performance evaluation processes.
- Collaborated with management to identify workforce development needs.
- Participated in onboarding sessions to facilitate new hires' transition into the company.
- Provided administrative support to the HR department in various projects.