



MICHAEL ANDERSON

Vocational Evaluation Specialist

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SUMMARY

Dedicated Vocational Evaluation Specialist with over 8 years of experience in helping individuals assess their career paths and develop effective job search strategies. My background in psychology allows me to understand the unique needs of clients, providing tailored assessments that align with their skills and interests. I have worked extensively with diverse populations, including those with disabilities and veterans, ensuring they receive comprehensive evaluations that lead to successful employment outcomes.

WORK EXPERIENCE

Vocational Evaluation Specialist Career Solutions Center

Jan 2023 - Present

- Conducted comprehensive vocational assessments using standardized tools to evaluate client skills and interests.
- Collaborated with interdisciplinary teams to develop individualized employment plans for clients.
- Facilitated workshops on job readiness, resume writing, and interview skills for diverse client groups.
- Maintained detailed documentation of client progress and evaluation outcomes to inform service adjustments.
- Established partnerships with local businesses to enhance job placement opportunities for clients.
- Utilized data analysis to track employment outcomes and assess the effectiveness of vocational programs.

Vocational Rehabilitation Counselor State Vocational Rehabilitation Agency

Jan 2020 - Dec 2022

- Provided vocational counseling and guidance to individuals with disabilities seeking employment.
 - Conducted intake assessments to identify client needs and develop service strategies.
 - Coordinated with healthcare providers to ensure clients received necessary support services.
 - Facilitated job placement services by matching clients with suitable employers.
 - Monitored client progress post-placement to ensure job retention and satisfaction.
 - Organized community outreach initiatives to promote vocational services and resources.
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EDUCATION

Master of Arts in Vocational Rehabilitation Counseling, University of Northern Iowa

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Vocational assessment, Client counseling, Program development, Data analysis, Job placement, Interpersonal communication
- **Awards/Activities:** Successfully placed over 150 clients in sustainable employment within a year.
- **Awards/Activities:** Recognized by the state agency for outstanding service delivery and client satisfaction rates.
- **Awards/Activities:** Developed a training program for new staff on vocational assessment best practices.
- **Languages:** English, Spanish, French