



 (555) 234-5678

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 San Francisco, CA

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SKILLS

- career development
- vocational training
- program facilitation
- networking
- assessment
- coaching

EDUCATION

**BACHELOR OF ARTS IN BUSINESS
ADMINISTRATION, UNIVERSITY OF
MICHIGAN, 2019**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Increased youth employment rates by 35% through effective job placement strategies.
- Recipient of the 'Excellence in Career Services' award for outstanding contributions to youth employment initiatives.
- Successfully launched a mentorship program that connected 100 youth with industry professionals.

Michael Anderson

VOCATIONAL MENTOR

Proactive and strategic Youth Mentor with a focus on career development and vocational training for adolescents. Expertise in facilitating programs that prepare youth for successful transitions into the workforce. Proven track record in collaborating with employers and educational institutions to create pathways for youth employment. Skilled in conducting assessments to determine youth interests and strengths, aligning them with career opportunities.

EXPERIENCE

VOCATIONAL MENTOR

NextGen Career Services

2016 - Present

- Designed and implemented career exploration workshops that increased youth awareness of job opportunities.
- Conducted individual assessments to match youth with appropriate training programs.
- Collaborated with local businesses to secure internships and job placements for participants.
- Organized networking events that connected youth with industry professionals.
- Provided coaching on resume writing, interview techniques, and professional etiquette.
- Monitored participant progress and provided feedback to ensure successful outcomes.

CAREER DEVELOPMENT COORDINATOR

Youth Career Connection

2014 - 2016

- Developed partnerships with educational institutions to create dual-enrollment programs.
- Facilitated training sessions for youth on job search strategies and career planning.
- Evaluated program effectiveness through participant feedback and employment rates.
- Organized job fairs that attracted over 500 youth and employers.
- Created marketing materials to promote vocational programs and opportunities.
- Provided ongoing support to youth throughout their career development journey.