

Path to Jobs Staffing & Resumes

The entire Path to Jobs skilled staff collectively bring decades of success in workforce development, career guidance, and vocational rehabilitation with the target populations, and we have the demonstrated track record and expanding capacity to integrate the proposed program into our overall operations. Path to Jobs staff overseeing CRS to ACCES-VR customers have the combination of education and experience that we believe is substantially equivalent to the standards of this subdivision.

All staff are cross-trained to offer the proposed services, including:

- Job Exploration Counseling: (122X)
- Workplace Readiness Training to Develop Social Skills and Independent Living: (127X)
- Career Exploration Assessment (120X)
- Work Experience Development (559X)
- Coaching Supports for Employment (959X)
- Job Seeking and Development Services (929X)
- Job Placement (931X)
- Job Retention Services (932X)

Staffing for the proposed project includes (resumes follow):

Path to Jobs CPO, April Watkins, MPH, has 20+ years of workforce development expertise, will oversee implementation, service delivery, coordination with educational/training partners, management of consultants, and supervision of ADs.

Joseph Garofalo, Assistant Director oversees Path to Jobs' operations and fiscal to support staff in delivering services to our participants. Joseph has 10+ years of nonprofit management experience as Sr. Coordinator at GMHC's workforce development program overseeing programs to provide vocational support services and employment to HASA recipients. Joseph began his career at GMHC as a Peer working the front desk operations for the entire floor which included two of the largest departments in the agency.

Stephanie Goldsmith, Vocational Case Manager and **Michael Washington, Vocational Case Manager**, provide: case management services to help participants secure and sustain employment; employment services (1:1 coaching, job-readiness courses, job placement support); identifying and seeking resolution to barriers, including navigating community health, mental health, educational services, treatment programs, and housing placement); outreach and recruitment at training programs and partner agencies; developing career plans with participants and tracking progress; entering program data and reports.

Marcel Robinson, Job Developer, has 20 years' experience in workforce development at leading organizations (GMHC, St. Nicks Alliance, Phoenix House). He specializes in serving people living with HIV, in recovery, who are formerly incarcerated, and/or are homeless. He will provide job development support by identifying prospective employers to match trainees with job placements.

Omari Williams (TBH), will serve as **Assistant Director of Training** and has 15 years training experience in curricula development, facilitating training modules, conducting coaching/mentorship, and supporting trainees to ensure mastery of training content.

PROFESSIONAL HISTORY

Chief Program Officer

Path to Jobs

New York, NY

1/2023- Present

- Oversee operations for Path to Jobs New York City and Albany, NY offices, staff, and services for Job Seekers and Employment Partners.
- Serve as strategic liaison with government agencies, service providers, and business partners.
- Train staff members, develop programing, solicit funds, and assist the Executive Director in budget management and overall program operation.
- Recruited and built a team of 6 professionals, provide ongoing mentorship and supervision.
- Responsible for business partner development including proposal/presentation preparation.
- Develops strategic plans and performs tasks such as writing policy documents and committee memos that summarize activities and provide a context for advocating for system improvements and reforms.
- Identifies funding and grant opportunities and develops partnerships and proposals.
- Ensure success of Path to Jobs implementation and ongoing success.

Managing Director

GMHC

New York, NY

6/2018-12/2022

- Managing Director of GMHC's/HRA's collaboration of Employment services for HASA participants
- Oversee daily program operations for 6 separate programs within three separate departments servicing 2000+ clients annually
- Serve as strategic liaison with HRA government agency, service providers, and business community
- Responsible for supervising service programs and daily operations of the organization's workforce department
- Train staff members, develop programing, solicit funds, and assist the Vice President in budget management and overall program operation
- Manage and mentor staff of 20 professionals recruited and hired additional members to the team
- Responsible for all aspects of project management, including client negotiations, contracting, budgets, invoicing and workload distribution.
- Responsible for all business development within workforce department including proposal/ presentation preparation, marketing budgets projection goals.
- Instrumental in successfully spearheading partnerships with hard-to-reach community organizations which led to improved communication and strengthen relationships between partners.
- Community Outreach: Increased the level of participation for HIV impacted individuals by 96% through consistent education and meaningful outreach activities.
- Develops strategic plans and performs tasks such as writing policy documents and committee memos that summarize activities and provide a context for advocating for system improvements and reforms
- Identifies funding and grant opportunities and develops partnerships and proposals

Senior Director of Workforce Development

GMHC

New York, NY

2012-2018

- Responsible for the Implementation of Back to Work start up programs
- Represent MATCH/RISE Programs internally and externally, including at the White House
- Supervised a staff of 18 not including MSW students, volunteers, and other interns
- Created job descriptions; hire job developers, case managers and administrative staff
- Oversee all aspects of workforce contracts while maintaining a high percentile in deliverables
- Created, tracked, and maintained multiple budgets in compliance with contracts
- Prepare statistical reports and provide quality assurance for all submitted documents to funders
- Supervised SUNY Computer Managers, who provide computer training to Workforce clients
- Strategic marketing and presentation, promotional and outreach efforts for all workforce programs
- Maintained relationships with partner organizations, including OTDA, Workforce 1 and HRA/HASA
- Evaluated performance of programs monthly and execute changes as needed

- Fostered relationships with GMHC’s management teams for coordinated care and smooth transition of services
- Responsible for the GMHC’s first Transgender job fair, hosting 23 employers from all 5 borough’s

Program Coordinator of Workforce Development

New York, NY

GMHC

2006 –2011

- Managed a staff of 6 in case management and job placement efforts
- Handled all aspects of agency-wide internship program, interviewed, hired front desk support staff
- Conducted bi-weekly outreach orientation and job seminars for potential employers
- Produced monthly and quarterly reports for workforce contract
- Created statistical reports and tracked all contract placement deliverables
- Kept organized case files, entered, and updated case notes over 100 client files biweekly
- Oversaw the annual fund-raising events

Job Readiness Instructor

New York, NY

GMHC

2004- 2006

- Taught two-week job readiness workshops to public assistance recipients
- Developed new models of training/facilitation to meet needs of special populations
- Collaborated with treatment facilities to assist and support clients on methadone maintenance
- Created and updated training materials for workshops, job placements and internships
- Administered TABE tests for student enrollment into the GED prep program
- Responsible for all administrative duties including data entry in multiple GMHC/HRA data bases

Administrative Case Manager

New York, NY

Bowery Residents’ Committee

2001- 2004

- Supported Program Director in start-up vocational/placement program
- Oversaw agency-wide internship placement program, facilitated workshops on interview preparation
- Assessed and collaborated with clinical staff on clients’ barriers to employment
- Provided administrative support, including data entry, both internally and externally
- Entered and created employability plans as well as FIA’s documenting employment
- Researched labor market information and created a resource room
- Highlighted relevant information regarding strong workforce sector jobs opportunities
- Research and enrolled clients in HRA approved training programs, as well as tracked and documented attendance.
- Worked and entered data in several HRA systems; NYCWAY, DTS, WISARD, and PAC’s
- Responsible for disseminating daily and weekly metro cards to enrolled and employed WIA clients

EDUCATION

The College of New Rochelle, *Master of Public Administration; Dean’s List 2013* 2014

CERTIFICATIONS

ARRIVE: *Drug Awareness and HIV/AIDS Education (Cycle 56)* 1999
2005

Exponents; CSAC-T 2022

AFFILIATIONS

National Working Positive Coalition: *Presenter/Speaker*; Board Member 2009

Joseph Garofalo

1527 Plymouth Avenue • Bronx, NY 10461 • 646.717.4973 • garofalo.jl@gmail.com

SKILLS

- Adobe
 - Computer Networking
 - Microsoft Office: Word, Excel, PowerPoint, Outlook
 - Filemaker Pro
 - TREAT
 - AIRS
 - PACS Web
 - HRA/JUNIPER, DTS & NYCWAY
 - Laserfiche
 - FrontPage
 - Clerical and Administrative Functions
 - Staff Supervision
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EXPERIENCE

Path to Jobs, New York, NY

Assistant Director, March 2024 – present

- Support staff with administrative and program supervision to ensure quality service activity, and to support Path team members to identify measures or actions needed to improve, adjust or correct performance and/or program implementation
- Conduct and review program data collection, reporting, quality assurance, evaluation and ensure timely reports submission in accordance with government funder requirements
- Monitor and report monthly financial statements and budget vouchers for government funders
- Collaborate with CPO and CEO to develop annual budget and monitor projected to actual expenditures through monthly reporting

GMHC, New York, NY

Coordinator for Work Center, December 2022 – March 2024

Senior Program Specialist for Work Center, May 2020 – December 2022

Program Specialist for Work Center, July 2017 – May 2020

- Multi-task and prioritize tasks.
- Manage distribution logs and reconciliation of Metro Cards for all programs
- Preparation and distribution of client incentives for all programs
- Assists with special projects and performs other related duties as assigned by supervisor
- Involvement in various stages of producing reports
- Document in TREAT data collected from assessments
- Ensure referrals and informational resources are up to date
- Ability to work across multiple grants and track deliverables
- Create and utilize tools and monitoring systems to track contract deliverables and program outcomes.
- Prepare vouchers for programs

Administrative Assistant for VWW, August 2014 – July 2017

- Supports workforce staff in data entry and documentation of contract deliverables creating and maintaining files, arranging client appointments.
- Creates and maintains client and other files.
- Adheres to department policies regarding confidentiality
- Assists with special projects and performs other related duties as assigned by the director.

Front-Desk Administrative Assistant Intern at Meals desk, April 2014 to Aug 2014

- Greet and interact with a high volume of visitors, clients and staff
- Answer phones on a multi-line system
- Respond to client inquiries and direct individuals to appropriate staff
- Make appointments, file records and help with other admin duties as needed

EDUCATION

Herbert H. Lehman High School, Bronx, NY

High School Diploma

STEPHANIE GOLDSMITH

ADDRESS: 197 E. 91st St., Brooklyn, NY 11212; (347) 856-7627; stephanie.goldsmith@jjay.cuny.edu

EDUCATION

John Jay College of Criminal Justice, New York, N.Y

B.S. Received June 2023; Major: Criminal Justice; Minor: Sociology; GPA 3.55

Borough of Manhattan Community College, New York, N.Y

A.A. Degree Received May 2022; Major: Criminal Justice; GPA 3.144; Dean's List

KEY KNOWLEDGE AND SKILLS

- Familiarity with Legal and Real Estate terminology
 - Strong Administrative and Clerical Support
 - Highly self-motivated and goal-oriented
- Customer Service and client-centered outlook
Detail oriented with the ability to multitask
Works independently and within teams

EXPERIENCE

Vocational Case Manager, Path to Jobs, New York, NY 04/2024 - Present

- Provide case management services to Path to Jobs members with a focus on securing and sustaining employment.
- Enroll new clients and provide employment services, including but not limited to 1:1 coaching, resume preparation, education workshops, job readiness courses, and job placement support.
- Set goals and implement strategies that will ensure the accomplishment of the created goals.
- Quickly identify and seek resolutions for potential and existing barriers including identifying and navigating community health services, psychiatric services, educational services, treatment programs, and housing placement.
- Support Employment Systems Managers on client job placement.
- Create resource guides that will support clients with an array of barriers.
- Conduct outreach and recruitment at specified locations within the community.
- Develop career plans with clients and track progress regularly.
- Complete follow ups at specified timeframes to ensure continued success of those we are serving.
- Complete data entry in database systems. Complete reports, case notes, and other written documents to maintain compliance and ensure program impact.
- Collecting client documents and ensuring appropriate storage and availability for review when needed.

Paralegal, Law Offices of Franklyn B. Williams Jr., Brooklyn, NY 08/2017 - Present

- Drafted uncontested divorces, immigration petitions, and tenant defense for low-income clients
- Independently interviewed clients, perform conflict checks, and recorded case information for attorneys
- Obtain court documents in person, as well as from PACER and NYS ECF systems; efile documents
- Maintained key dates for cases; calendar relevant dates; and tracked cases on eCourts and Westlaw
- Updated clients with case status, document requests, and next steps; liaised between clients and attorneys
- Performed routine internet research, fact-checking, light blue booking, and gathered news for new cases

Care Coordinator, Ageless Beauty Homecare, Brooklyn, NY 08/2016- 8/2017

- Performed routine administrative duties and supervised the provision of patient services for clients
- Conducted daily outreach to patients to determine their needs; facilitated the receipt of social services
- Maintained logs of client interactions, hospital admissions, and required medical authorizations

- Greeted clients, answered the telephone, and responded to inquiries; ensured Aides are assigned to cases

Direct Support Aide, New York State Office for People with Disabilities, Brooklyn, NY 1/2014 – 8/2016

- Developed and maintained positive relationships with patients, their caregivers, relatives, and staff
- Prepared clients for independent activities of daily living, including feeding, laundry, and skill-building
- Assisted patients with goal development, recorded progress, challenges, and path to improvement
- Administered medicine under supervision; transported clients; coordinated with outpatient services

Real Estate Assistant, FBW Realty, Brooklyn, NY 09/2008-1/2014

- Conferred with real estate parties to ensure transactions closed; coordinated open houses and showings
- Interviewed and screened real estate sellers and landlords, as well as prospective buyers and tenants
- Assembled real estate files for closings and lease signing; coordinated with title companies and parties
- Greeted clients, routed calls, scheduled appointments, ordered supplies, and prepared checks

Certified Nursing Assistant, Miracle Can Happen Agency, Brooklyn, NY 06/2003 – 09/2008

- Monitored vital signs and medication usage under the supervision of nurses and physiotherapists
- Participated in case reviews to help care teams evaluate clients' needs and make recommendations
- Administered personal care such as nutrition, ambulation, and hygiene; escorted clients to outings
- Prepared and maintained detailed records of clients' progress; reported changes to supervisors daily



Michael E. Washington, B.S., WDS, CRPA-P

East Nassau, NY 12062

Phone: (518) 764-5817 email: falco19777@gmail.com

Objective: My goal is to utilize my interpersonal skills, work background, and life experience, to continue my productive career as a Human Services Specialist.

❖ **Education:**

Springfield College, Springfield, MA

Bachelor of Science, December 2015

Major: Human Services, Addiction Studies

GPA: 4.0, Summa cum Laude

Community College of Vermont, Bennington

Associate of Arts, June 2014

Major: Liberal Studies/Human Services

GPA: 4.0 President's Honor List

❖ **Related Course Work**

Intro to Substance Abuse, Abnormal Psychology, Contemporary Psychology, Criminal Law Concepts, Social Philosophy, Addictions Counseling, Counseling from a Racial Perspective, Adolescent Development, Therapeutic Group Process, Planning, Administration & Advocacy

❖ **Volunteer Experience**

- Court Appointed Special Advocate for Children (C.A.S.A.) Center for Community Justice, Schenectady, NY, (2014-Present)
- Board of Directors, Vermonters for Criminal Justice Reform, 2016-present
- Volunteer Coordinator: Turning Point Recovery Center, Bennington, VT (2014-2015)
- TRIO Program Peer Tutor Community College of Vermont, Bennington, VT, (2012-2014)

❖ **Professional Experience**

Path To Jobs (Alliance), New York, NY

June 2023-Present

Position: Employment Systems Manager (Capital Region)

Duties: Responsible for supporting individuals who seek training as Certified Recovery Peer Advocates (CRPA) and/or Community Health Workers (CHW). Duties include job placement support, benefits counseling as needed, technical assistance involving CRPA training research and certification, and various other employment support features.

Schenectady ARC, Schenectady, NY

November 2017-August 2023

Position: Direct Support Professional

Duties: Aid individuals in day habitation/program setting. Additionally:

- Aid with daily living to facilitate social and interpersonal development
- Assist or provide total support for activities of daily living (personal care, dining support, etc.)
- Participate in and assist individuals with community activities (recreational, community events, life skills, volunteering, etc.)
- Complete detailed and accurate documentation as assigned
- Transport individuals with Agency vehicles

New Choices Recovery Center, Schenectady, NY

December 2017-June 2018

Position: Career Development Group Facilitator

Duties: Facilitated career development groups for clients diagnosed with severed substance abuse addiction and/or justice department involvement. Assisted with resume writing, interview protocols, and daily work and living skills. Groups were based on a foundation of working and maintaining recovery.

Northeast Career Planning/Unity House Albany, NY

February 2016-Present

Position: OASAS Employment Specialist

Duties: Counsel/support consumers with significant barriers to employment including negative legal history, mental disabilities, recovering from substance use disorder, and mental disabilities - to find and maintain competitive employment and/or internships. Develop and maintain service plans that document individual supported employment (SE) services such as ongoing and comprehensive vocational planning, rehabilitation counseling, realistic goal setting, and advocacy and knowledge of the local labor market. Request and obtain authorization for SE services from funding sources, including completion of eligibility documentation for NYS OPWDD funded employment services. Facilitate SE program eligibility determinations, comprehensive case.

review, situational assessment, employment counseling, benefits counseling, job seeking activities, resume development, job or internship placement, mobility training, job coaching, crisis intervention, job retention support, and referral to other services. Maintain ongoing communication with referral counselor, consumer, and consumer collaterals per funding source regulations and "Guidelines for Supported Employment." Complete timely case record, billing, and personnel documentation as required by program funding sources and Northeast Career Planning; ensure compliance and other standards for proper maintenance of individual case records. Refer and collaborate with other service providers and collaterals regarding consumer needs, which may affect job or internship placement, stabilization, and/or ongoing job retention. Participate in activities that contribute to professional growth and development; promote/represent NCP services in the community; actively cooperate in achieving agency and program goals; maintain professionalism, integrity, and accuracy in the performance of all duties. Programs:

- Hope House, Homer Perkins, Hudson Mohawk, Addiction Care Center of Albany, New Choices Recovery (Career Development, Workforce Development)
- NYS PROMISE Program
- ACCESS-VR –Intensive & Extended Supported Employment Program
- School-to-Work Program Counselor

Treatment Alternatives to Street Crime (T.A.S.C.)

October 2016-April 2017

Position: Resident Staff Counselor (Part-Time)

Duties: Oversaw the running of the treatment residence. Duties included the conscientious monitoring of clients/tenants; crisis intervention; medication distribution. Maintain records of all movement within the facility. Monitored the logbook for security purposes.

Associates for Training & Development, Bennington, VT

November 2014-November 2015

Position: Volunteer Coordinator (Training Program)

Duties: Peer-to-peer recovery support, coordinate hours for volunteers, schedule shifts and interact with volunteers- serve as liaison with volunteers and management. Oversee daily log entries concerning tasks and duties. Chart visitor activity. Serve as liaison between director and volunteers. I direct planning of events and activities for the center. Responsible for reporting to the director concerning preliminary interviews.

Medical Resources, Inc. Albany, NY

May 2005-September 2008

Position: No-Fault Claims Coordinator (Legal)

Duties: In charge of processing claims for no-fault due to injuries from car accidents and/or workers compensation. Performed collection duties as needed and served as liaison between insurance companies

and attorneys for settlement regarding payment for MRI performed. Heavy phone, email, and written correspondence work involved.

Gastroenterology & Liver Disease, PC, Albany, NY Apr 2001-Oct 2004

Position: Medical Records Coordinator

Duties: Responsible for update of patient charts, obtained medical records for appointments, and instructed patients on EGD and Colonoscopy preparation. Handled all appt/scheduling duties for Drs. Puleo Sr. & Jr.

Grove Industries, Inc. (Family Business), Staten Island, NY May 1996 –December 2000

Position: Payroll Accountant

Duties: Supervised payroll department consisting of three employees. Executed processing of bi-weekly payroll of 150 employees, payroll reconciliation, distribution of payroll, and human resources functions such as benefits and workers compensation reporting. Administered timely payment of quarterly payroll taxes.

Cleary, Gottlieb, Steen, & Hamilton/Advertising Checking Bureau, NY 1978- 1996

Position: Account Executive

Duties: Served in the capacity of account executive. Responsible for daily transactions for various retail accounts relating to co-op agreements for advertising and investment strategy. Promoted to Payroll Manager. Coordinated supervision of a department of 12 employees. Managed processing of all payroll related items including collection of timesheet data, inputting work hours, and sick time, along with the monitoring all benefit related items. Responsibilities included troubleshooting duties, and reconciliation of most accounting reports. Processed bi-weekly, semi-monthly, and quarterly payroll tax payments as well as year-end processing.

❖ **Honors/Awards:**

- President's List (Community College of Vermont)
- Dean's List (Springfield College)
- Vermont Student Community Service Award
- Pi Gamma Mu International Honor Society (Social Sciences), Springfield College Chapter.
- Summa Cum Laude

❖ **Skills/Certifications/Trainings:**

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- **Certified Recovery Peer Advocate (C.R.P.A.)**
- **NYS OASAS Workforce Advisory Committee Member**
- **NYS Certified Offender Workforce Development Specialist (O.W.D.S.)**
- **NYS Certified Court Appointed Special Advocate for Children (C.A.S.A.)**
- **Mental Health First Aid (MHANYS)**
- **NSC CPR Certified**
- **NSC First Aid Certified**
- **Microsoft Office Word/Excel, Publisher, PowerPoint, Access, Database Design**

MARCEL ROBINSON

25 Harrison Street Mount Vernon, NY 10550 ·

347-385-7338 celunc@yahoo.com

Summary of Skills and Qualifications

A highly motivated Human Services professional with a proven record of accomplishment of more than 15 years' experience and an exceptional ability to prepare, encourage, and place disadvantaged populations in mainstream employment opportunities that offer a living wage. Experienced in placing the Ex-offender, BTW, out of School Youth, Displaced Workers, Homeless, and Substance Abuse population; also familiar with Human Resources staffing, selecting, interviewing procedures, and developing marketing strategies utilizing social media, Marketing Letters etc. Very successful at reaching program milestones and developing new employment opportunities for clients being serviced.

EXPERIENCE

PATH TO JOBS, NEW YORK, NY

01/23 – Current

Employment Systems Manager

- Expand employment opportunities for program participants (certified Peers, Community Health Workers and others) by building workforce development partnerships with medical facilities, community-based organizations, Department of Labor, Department of Education, and other employers to promote participant placement in their businesses.
- Build and maintain a diverse portfolio of employers who have entry- to mid-level growth job opportunities.
- Provide training and technical assistance (TA) for staff of organizations that employ our program participants, guiding them on supervision skills, job descriptions, and other best practices related to integrating these individuals into health/human service organization care teams.
- Make cold calls to potential employers and explain the benefits and employment support services provided by PATH to Jobs to employers.
- Source job leads via the internet, agencies, and other resources.
- Collect data from employers related to job requirements and skills.
- Leverage partnership with ASAP, Albany Damien Center and PATH to Jobs to place individuals in appropriate positions.
- Match job expectations with participants' qualifications.
- Refer qualified participants to employers and conduct necessary follow-up after placement.

CAPPELLETTI ROADWAY, BREEZY POINT, NY

09/19- 10/22

Project Planning Manager

- Responsible for assessing upcoming construction projects.
- Duties include- staff count, enforcing safety rules and regulations, create project budgets, informing drivers of upcoming road closures, developing alternate traffic routes, clean up roadway after completion of site project, replace road markings, traffic lanes, bicycles lanes and sidewalks.

GMHC, NEW YORK, NY

Senior Job Developer/Retention Specialist

05/14-04/19

- Created employment opportunities through direct contact, cold calling, community outreach, and job fairs.
- Facilitate workshops to assist clients with all facets of job search, resume writing and interview techniques.
- Worked closely with Case Managers and Vocational Staff on client's job readiness, employment goals, and retention services.
- Presented workshops to facilitate job search skills, and interview preparation.
- Facilitated job readiness workshops

ST. NICKS ALIANCE, BROOKLYN, NY

10/13- 04/14

Account Manager

- Assist client with employment opportunities through direct contact, cold calling, community outreach, and social media.
- Work closely with case managers on client job readiness, employment goals, and retention services.
- Facilitate workshops to assist clients with all facets of job search, resume writing and interview techniques.
- Conduct in house job fairs by having multiple employers come to the facility to hire qualified clients on the spot.

OMNI SOLUTIONS, BROOKLYN, NY

06/13- 10/13

Employment Specialist/Private Contractor

- Completed consumer initial assessment to evaluate their employment barriers.
- Designed resume according to skills and employment history data collected during assessment.
- Presented workshops to facilitate job search skills, and interview preparation.
- Created employment opportunities through direct contact, cold calling, community outreach, and job fairs.
- Coordinated interviews on consumer's behalf.

JERICHO PROJECTS, NEW YORK, NY

03/08- 11/11

Employment Specialist

- Created employment opportunities through direct contact, community outreach, social media, and job fairs.
- Worked closely with Case Managers and Vocational Staff on client's job readiness, employment goals, and retention services.
- Maintained an active job bank with over one hundred companies.
- Held Pre and Post employment workshops.
- Submitted monthly reports.
- Drafted and composed resumes.

PHOENIX HOUSE, BROOKLYN, NY

09/03- 02/08

Employment Specialist

- Assisted clients in locating employment based on data collected during assessment.
- Submitted monthly reports.
- Scheduled field visits to follow-up with active employers as well as prospective employers.
- Held job readiness workshops and resume preparation classes.

EDUCATION

08/82- 05/85

BACHELOR'S DEGREE IN BUSINESS, UNIVERSITY OF NORTH CAROLINA