Matthew Applicant

900 Basil Street • Boynton Beach, Florida 33426 • (123) 456-7890 • matthew.applicant@email.com

CERTIFIED WORKFORCE DEVELOPMENT PROFESSIONAL

Seasoned Career Specialist offering tailored career counseling, coaching, and job seeker services. 90% successful employment placement rate.

*Key skills include:*

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| * Individual Employment Plans * Resume Writing Assistance * Soft Skills vs Hard Skills Analysis | * Goal Setting / Interest Inventories * Professional Networking Strategies * Career Portfolios |

PROFESSIONAL EXPERIENCE

ARBOR EDUCATION AND TRAINING, *Boynton Beach, Florida*

**WORKFORCE INVESTMENT ACT CAREER SPECIALIST** (February 2018 – Present)

Promoted to provide career management services to the universal population, assessing job readiness and preparing clients for entry / re-entry into the workforce. Duties include intake, interviewing, eligibility verification, and referrals to support services.

* Serve as client liaison with instructors, businesses, and other client resources.
* Achieved and consistently maintained successful employment placement rate of 90%.
* Demonstrated strong understanding of vocational systems and One-Stop referral system.

ARBOR EDUCATION AND TRAINING, *Boynton Beach, Florida*

**ELIGIBILITY CAREER SPECIALIST** (November 2016 – January 2018)

Conducted intake interviews and administered screening to ascertain client eligibility for public assistance.

* Provided support to clients, scheduled eligibility review dates, and resolved issues.
* Hand-selected by senior management to serve as Project Support Associate Specialist / Team Leader, tasked with providing customized training opportunities for students.

EDUCATION & CREDENTIALS

**B.A., Business Administration,** 2016

Fort Lauderdale College, Fort Lauderdale, Florida

**Florida Certified Workforce Professional Certified Professional – Job Seeker Services,** 2017

Dynamic Works Institute, Rockledge, Florida