

Melissa Abara

Employment Specialist

Profile

Dedicated Employment Specialist with 1 year of experience in effectively guiding job seekers through their career journey. Adept at identifying client needs, creating tailored action plans, and providing comprehensive support to ensure successful outcomes. Demonstrated ability to build strong relationships with employers and community partners to facilitate job placements. Committed to empowering individuals to reach their professional goals and contribute positively to the workforce.

Employment History

Employment Specialist at Louisiana Workforce Commission, LA

Apr 2023 - Present

- Successfully placed over 150 job-seekers into full-time employment within a 12-month period, surpassing the target goal by 20% and contributing to a significant reduction in local unemployment rates.
- Developed and implemented a comprehensive job-readiness training program for over 200 unemployed individuals, resulting in an 80% completion rate and a 70% successful job placement rate within three months of program completion.
- Established partnerships with 50+ local employers, expanding the available job opportunities for job-seekers by 30% and increasing the overall success rate of job placements by 25% within a one-year time frame.

Associate Employment Specialist at Advantage Resourcing, LA

Jul 2022 - Mar 2023

- Successfully placed over 200 qualified candidates in various positions within the first year, exceeding company targets by 30%.
- Streamlined the recruitment process by implementing a new applicant tracking system, resulting in a 25% reduction in time-to-hire and a 15% increase in overall productivity.
- Developed and maintained strong relationships with over 50 key client companies, leading to a 40% increase in repeat business and long-term contracts.
- Conducted comprehensive training programs for new hires, resulting in a 95% retention rate and a significant improvement in overall team performance.

Education

Bachelor of Arts in Human Resources Management at Louisiana State University, Baton Rouge, LA

Sep 2017 - May 2022

Relevant Coursework: Organizational Behavior, Recruitment and Selection, Training and Development, Compensation and Benefits, Employment Law, Performance Management, HR Analytics, and Labor Relations.

Certificates

Details

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Links

[linkedin.com/in/melissaabara](https://www.linkedin.com/in/melissaabara)

Skills

Salesforce proficiency

Interview coaching

Resume optimization

LinkedIn networking

Job market analysis

Applicant tracking systems (ATS)

Recruitment marketing

Languages

English

Indonesian

Hobbies

Organizing community events

Gardening

Photography