
Jennifer Edwards

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Qualifications:

- ♦ Client Relationship Management
 - ♦ Recruiting
 - ♦ Relationship Building
 - ♦ Interviews and Presentations
 - ♦ Facilitate Workshops
 - ♦ Networking and Job Retention
 - ♦ Conflict Resolution Skills
 - ♦ Strong Communication and Interpersonal Skills
 - ♦ Coaching in Resume Building and Interview Skills
 - ♦ Client Support and Management
 - ♦ Conflict Resolution Skills
 - ♦ Disability Knowledge
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PROFESSIONAL EXPERIENCE***Job Developer & Life Skills Facilitator******Employment Placement Specialist, Case Manager*****2011- 2019***Work BC Open Door Group, Kamloops, British Columbia***Main Duties:**

- Recruiting and Interviewing
- Multi Dimensional Needs Analysis
- Client Management, coaching and job search support
- Direct Market clients to employers for job placements
- Facilitate workshops and trained clients, including on the job training
- Build employability skills through workshops “tell-show-do”
- Complete job search action plans
- Completed progress notes and activity reports
- Organizing and planning the employer guest speaker series
- Developing and managing relationships with employers
- If client loses her/his placement re-place the lost job
- Research available positions and recruited candidates
- Meet with clients and employers on and off site
- Responsible for building lasting relationships with local employers to create opportunities for clients
- Managing the Network and the guest speaker series

Admissions Advisor**2010-2011***Sprott-Shaw Community College, Kamloops, British Columbia***Main Duties:**

- Recruited new students
- Establish a strong image for Sprott-Shaw through marketing activities and promotional material
- Planned, counselled and managed student education and enrolment paths
- Interviewing prospective students and follow up with their progress
- Marketing the school through program presentations, participate in trade shows, and seminars
- Enrol students into programs and give tours of the facilities
- Sell the program's benefits to potential students by completing a full needs analysis which includes qualifying that the student meets the application criteria for admissions and handling the prospective students' objections
- Deal with student's issues and concerns
- Managed a caseload of Students

- Enrol students into programs and give tours of the facilities
- Participate in and provide feedback during meetings to address tactics, best practices and strategies
- Research new programs and related industries

Admissions Advisor

2006 to 2009

Embanet Group & The George Washington University Toronto, Ontario

Main Duties:

- Informing prospective students of the Master of Political Management program admission requirements, delivery methods, and course structure in order to successfully meet/exceed enrollment targets
- Maintain the accuracy and integrity of our CRM database with full and proper documentation
- Recruiting, interviewing and managing new student
- Marketing University programs
- Provide timely follow-up with prospective students/applicants
- Take ownership of and meet enrollment targets both as an individual and team
- Inform students of all government grants and funding for the Master of Political Management program
- Liaise with universities' admissions personnel for program requirements/updates/information

Pharmacy Recruiter

2005 - 2006

Tal Group, Toronto, Ontario

Main Duties:

- Recruited and interviewed pharmacists and consistently filled job vacancies
- Booked and planned travel arrangements such as flights, car rental, and Hotels
- Built and maintained a pipeline of pharmacists
- Negotiated pay rate and benefits
- Managing and developing new business
- Developed and maintained strong business relationships with pharmacists
- Worked at trade shows to bring in new clients and pharmacists
- Filled and managed positions
- Liaison between pharmacists and pharmacies
- Provide quality and professional written and verbal communication

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor of Education Elementary (In progress)

Thompson Rivers University, Kamloops, BC

Bachelor of Arts, General Studies (In progress)

Brock University, St. Catharines, Ontario and Thompson Rivers University, Kamloops, BC

Graphic Design (Diploma)

Mohawk College of Applied Arts and Technology, Hamilton, Ontario

Certified Career Development Practitioner (Certification)

BC Career Development Association (BCCDA), In good standing, Active registration

BC Labour Market Research Studies (Certificate) *Training with Christian Saint Cry*

Sales training, Customized Employment training with Annette Borrows, Mental Health first aid, First Aid, Ontario Leadership Camp, Non-Violent Crisis certificate and Toast Masters (public speaking)

COMPUTER & TECHNICAL SKILLS

Adobe Suites, Microsoft Office (Word, Excel, PowerPoint, Outlook, Access) CRM Databases, ICM