

Minority Manpower Specialist

MARY ELLEN HAMMOND

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MINORITY MANPOWER SPECIALIST

OBJECTIVE:

To serve as director or assistant director of manpower center or manpower project in large corporation.

EXPERIENCE:

Assistant Director, Residential Manpower Center (Job Corps), Newark, New Jersey, June 1990 to present.

- ▣ Assisted with the supervision of staff, comprising 35 teachers and vocational training specialists, and the operation of this center for 150 disadvantaged enrollees.
- ▣ Directed the processing of 95 enrollees; interviewed, tested, guided, and provided essential services.
- ▣ Supervised vocational training of enrollees; scheduled classes in English, typing, and stenography.

Employment Counselor, Flying Start Program, New York City, June 1987 to June 1990

- ▣ Interviewed, tested, evaluated and assigned training and jobs to enrollees in this program, which served 120.
- ▣ Served as liaison to training groups, social agencies, and prospective employers on behalf of enrollees.

Teacher, Commercial Program, North Jersey Vocational School, Paterson, New Jersey, September 1984 to June 1987.

EDUCATION

Master of Arts, Virginia Technological Institute, Richmond, Virginia, June 1984.
Major in Business Education

Bachelor of Science, Virginia Technological Institute, June 1982.
Major in Personnel Management.

LANGUAGE SKILL

Bilingual in Spanish and English

OTHER

Extensive travel in Spain and Puerto Rico

REFERENCES

Full references will be furnished on request.