

Olivia Ramirez

Employment Case Manager

Employment case manager focused on workforce development and job placement

Experienced professional with six years of expertise helping individuals secure meaningful employment. Skilled in job readiness training, resource navigation, and client advocacy.

EDUCATION

Bachelor of Business
Administration

Florida International University,
Miami, FL
May 2019

KEY SKILLS

- Workforce development
- Resume-building and coaching
- Job placement strategies
- Skills assessment
- Community resource connections

PROFESSIONAL EXPERIENCE

Employment Case Manager | Career Pathways Program, Miami, FL
April 2022 – Present

- Supported 120+ clients annually in securing employment, achieving a 75% placement rate in sustainable jobs
- Conducted workshops on resume-building and interview techniques, increasing client job readiness by 40%
- Partnered with local businesses to create job opportunities, growing the employer network by 25%

Career Services Specialist | Workforce Miami, Miami, FL
June 2019 – April 2022

- Provided career coaching to 80+ clients, resulting in improved employment outcomes for 65% of participants
- Organized three annual job fairs, attracting 50+ employers and 400+ job seekers