Sean Lacon

Open to Relocation
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SUMMARY OF QUALIFICATIONS

Navy Veteran with over Ten years of progressive experiences utilizing skills crossing several industries in Insurance Sales arena that capitalizes on strengths in Communications, Marketing, Cause Marketing, Field Service Engineering, Recruiting, Workforce Development, Case Management, Business Development and Fund Raising Events/Programs. **Areas of expertise:**

Leadership & Supervision	Budgeting & Fundraising	Data Acquisition
Customer Service	Process Improvement	Counseling/Mentoring
Communication	Microsoft Office Suite	Logistics/Case Management
Sales/Market Analysis	Community Outreach	Microsoft Office Suite
Strategic Planning	Organizational Management	Blue Prints/Schematics
Policy Development	Certified Resume Writer	Crisis Communication
Technical Writing/Reports	Health Contracts/Insurance	Workforce Development

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EDUCATON

Bachelor of Science Degree, Double Major in Urban/Regional Planning and Business
Virginia Commonwealth University, Richmond, VA

Associate's Degree in Electronics Engineering Technology (ET)
DeVry University, Decatur, GA

Professional Selling Skills Certification
Combined Insurance Company, Richmond, VA

Global Career Development Facilitator Certification, (GCDF)
Professional Association of Resume Writers, (CPRW)

PROFESSIONAL EXPERIENCE

Self-Sufficiency Specialist I (VIEW Program) **April 2018 – Present**
Petersburg Department of Social Services, Petersburg VA

- Ensured case notes, activities, and other pertinent customer information into VACMS software with 100% accuracy.
- Conducted over 30 VIEW initial assessments each month with an 80% placement rate.
- Provided case management and employment services to over 30 clients per month seeking employment.
- Continued to check/update 24/60 month clocks as needed with 100% accuracy.
- Completed weekly updates to submit to supervisor with 95% - 100% accuracy.

Employment Training Specialist (Contractor) **Jul 2016 – April 2018**
Goodwill Industries, Richmond, VA

- Ensured case notes, activities, and other pertinent customer information into Goodtrak software with 100% accuracy.
- Provided over 15 career plans each month with a 90% placement rate.
- Conducted over 10 community events with an 85% to 95% turnout participation ratio.
- Contacted over 200 companies per month for employment opportunities.
- Provided case management and employment services to over 200 clients per month seeking employment.

CareerEco VIRTUAL EVENTS

Employment Analyst Recruiter (Contractor) **Feb 2015 – Feb 2016**
Paralyzed Veterans of America, Richmond, VA

- Directed and completed intensive case management to 30 to 45 veterans and family services members daily.
- Researched employment trends, labor market analysis, vocational and training programs over 50% of work day.
- Provided analytical, logistical support development and increasing employer contacts for company by 35%.
- Increased company brand within network of community businesses, professionals, social networks, marketing by 25%.

Community Service Specialist II **Dec 2013 – Feb 2015**
Department of Community and Human Services, Alexandria, VA

- Developed and implemented case management plans for 35 to 40 clients per month with 90% success rate.
- Directed 65% of intensive case management to clients including: transitional skills analysis, counseling and guidance services, career assessment, career planning, housing services and job placement.

Job Placement/Retention Counselor **Dec 2012 – Dec 2013**
Goodwill Industries, Richmond, VA

- Analyzed, researched, and provided counseling, guidance, career planning, career guidance with an 85% success rate.
- Reviewed over 100 federal directives and agency requirements to assure that underrepresented groups received full and fair opportunities to compete for competitive employment at 95% accuracy.

Career Service Advisor **Jan 2010 – Nov 2012**
ECPI University, Glen Allen, VA

- Initiated, developed, and managed over 200 business partnerships with employers to establish career opportunity leads and networking opportunities.
- Provided one-on-one coaching to students and graduates in full cycle job with a 90% placement rate.
- Maintained student information files in accordance with all school and company policies procedures, all applicable with federal, state regulations and accrediting agencies standards requirements with 100% accuracy.

Financial Sales Representative **Jan 2006 – Jan 2010**
American Classic Agency, Greenbelt, MD

- Investigated 150 internal/external customer needs to secure financial needs and concerns where meant at 100% accuracy.
- Increased business revenue by 45%.
- Initiated between 250 to 300 cold calls per day with close rate of 80%.

MILITARY EXPERIENCE

United States Naval Reserve - Construction Electrician (Reserve) Honorably Discharged
United States Navy - Fleet Interior Communications Specialist (Active Duty) Honorably Discharged

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ADDITIONAL TRAINING

Construction Electrician School, Naval Reserve
Military Leadership Course, Naval Reserve

VOLUNTEERISM/AFFILIATIONS

Association of Information Technology Professionals, (A.I.T.P.), Marketing Committee
Member of American Legion
Big Brothers Big Sisters, Greater Richmond & Tri-Cities (Consular Volunteer)
Mentor Match, Lutheran Family Services of Virginia, Inc. (Mentor Volunteer)
AMVETS
Disabled American Veterans
National Association of Black Veterans (NABVETS), (Richmond Commander)
American Gulf War Veterans Association

CareerEco VIRTUAL EVENTS