

LaMar Edwards Jr.

PROFESSIONAL SUMMARY:

- Extensive experience in Administration, Customer Service, and Human Resources.
- Proven supervisory, personnel, and management skills and experienced, with increased levels of responsibility in training, leadership, and motivation.
- Demonstrates strong interpersonal communication, problem resolution and human relation skills.
- Organized, self-motivated, detail-minded, and professional with time management skills and the ability to complete simultaneous tasks accurately in rapid paced environment.
- Will continue to enhance job knowledge through training and classes.

PROFESSIONAL EXPERIENCE

Human Resource Assistant

- Provides advice and support to managers, supervisors, and the Human Resources Officer on recruitment and placement matters for a variety of professional, administrative, technical and clerical occupations
- Accumulates and analyzes statistics concerning recruitment and placement function such as turnover rates, quit rates, promotions, minority hire rates, hiring lag time, etc.

Operating Engineer

KewitWestern Construction Company-Local Operating Engineers #9 Denver, CO

- Construction of the light rail (Fast tracks) transit system throughout the Denver metropolitan area.

Corrections Officer

Colorado Department of Corrections-Denver, CO

- Provided intensive supervision, classification and processing of maximum security inmates at various corrections facilities located throughout the state of Colorado,
- Other accomplishments included specialized training in the Youthful Offender System as a boot-camp specialist and guidance counselor for juvenile and adult offenders.

EDUCATION

Masters of Professional Studies-Denver University Denver, CO
Bachelor of Science-Metropolitan State University Denver, CO
U.S Army Reservist and Colorado National Guard-1987-2008 Denver, CO
Community College of Aurora -Aurora, CO
Paralegal Certificate 2004
POST Certificate 1996

ACTIVITIES

- Alpha Phi Alpha Fraternity Inc. 1993-Present