

SAMPLE 1 – College Student Development Resume

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EDUCATION

DePaul University

Expected Spring 2014

Master of Education, Concentrations: College Student Development and Community Counseling

University of Dayton

Graduated May 2007

Bachelor of Science – Middle Childhood Education

University of Dayton Study Abroad – Florence, Italy

June-August 2006

RELATED EXPERIENCE

Graduate Intern

August 2011-Present

Northwestern University Career Center, Chicago, IL

- Counseled exploratory students on academic majors by exploring values, interests, skills, and values
- Provided guidance, best practices and feedback on resumes and cover letters for internships and job opportunities
- Supported students in understanding the process of applying and considering graduate programs
- Facilitated Career Workshops for undergraduate and graduate schools on areas of job searching, interviewing, values, and transferrable skills
- Participated in on-site advising at job fairs and within the Department of Psychology
- Advised liberal arts students on career exploration through assessment tools such as the Strong Interest Inventory, Myers-Briggs Type Indicator (MBTI), Strengths Finder, and Values and Skill card sorts
- Encouraged students to be proactive in their internship search by sharing university internship programs, fairs, and databases
- Assisted in developing and facilitating career exploration booths during “Choose and Use Your Major” event for undergraduate students to support their understand of link between majors and career interests
- Provide mock interviews and feedback on virtual Interview Stream mock interviews to undergraduate students

TEACHING EXPERIENCE

7th Grade Science Teacher

August 2007-June 2011

Olsen Middle School, Dayton, OH

- Developed and implemented innovative instructional disciplines and effective lessons to maximize student success (special education, regular education, gifted education, and English language learners).
- Collaborated with staff, administration, students, and parents utilizing interpersonal and conflict resolution skills.
- Recognized for increasing student performance based on the state standardized test
- Developed and implemented individualized plans for students with special learning/behavioral challenges.
- Developed fair and effective discipline plan – objectives, strategies, techniques, and implementation.
- Planned and organized annual school science fair and coordinated participation of 30 volunteer judges

7th Grade Science Curriculum Director

August 2008-August2010

Olsen Middle School, Dayton, OH

- Collaborated with parents, administrators, students, and teachers to develop a comprehensive three year strategic plan to address bullying that included goals, baseline data, implementation plans, and specific details.
- Organized and implemented 7th grade science curriculum, input and data-driven decision making.
- Reviewed and discussed school-wide curriculum, operations and data with school administrators.
- Trained in Advocacy Advisors (National School Reform Committee) and Common Core Standards

Professional Development and Membership

- Alternative Schools Colloquium February 2012
- National Association of Student Personnel Administrators (NASPA) September 2012 – Present
 - Attended NASPA IV-E Regional Conference November 2012
- Completed Safe Zone Training December 2012

