SAMPLE 2 – College Student Development

**Wilson Alexander Serrano**

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**Education**

**Relevant Experience**

**Professional Experience**

Master of Education, Counseling‐ College Student Development Expected, June 2014 DePaul University, Chicago, IL

Bachelor of Art, Communication June 2005

DePaul University, Chicago, IL

# College of Communications‐ Office of Advising, DePaul University

*Graduate Coordinator* May 2013‐ Present

* Assist with advising Communication undergraduate students in a holistic manner with guidance especially focused on academic schedules, probation, major and minor selection, academic success, and career opportunities
* Coordinate administrative processes of summer Premiere DePaul and Transition DePaul
* Monitor and maintain Communication social media accounts
* Develop CSH outreach events such as workshops, socials, and focus groups

# TRiO Student Support Services, University of Illinois at Chicago

*Graduate Intern Advisor* September 2013‐ Present

* Provides holistic and comprehensive advising and instructional support, which contributes to an increase of the graduation and retention rates of TRiO participants
* Design and administer a career development workshop series for undeclared and exploratory students

# Association Colleges of Illinois (ACI)

*College & High School Outreach Coordinator* July 2008‐May 2013

* Advised students individually and as a group on professional development, college readiness and transitional issues, ranging from 5 to 200 monthly
* Established relationships with faculty and students at universities in Illinois, Texas, Florida and New York in order to have a competitive pool of candidates for internships with Fortune 500 companies
* Supported in the planning of the college summit and its content, which exposed over 150 high school students to options in careers and post secondary institutions

# Deferred Action Clinic Immigrant Justice Center

*Paralegal* March 2006‐March 2007

* Conducted weekly legal consultations to an average of 50 families seeking Legal Permanent Residency, Asylum, U‐Visas, and temporary visas through the Violence Against Women Act
* Served as a translator for clients who seek residency and citizenship in the United States of America

# Deferred Action Clinic Immigrant Justice Center

*Program Assistant* October 2005‐ March 2006

* Handled key logistical support of the 4th Annual Freedom Network Conference
* Administered daily operations of the Rogers Park office which maintained overall standard in customer service

**Skills** Fluent in Spanish, Microsoft Office and social media including Facebook, Twitter and LinkedIn

**Professional** American Counseling Association

**Membership** DAAN (DePaul Academic Advising Network)‐ Professional Development Committee

