

SAMPLE 2 – College Student Development

Wilson Alexander Serrano

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Education

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

Bachelor of Art, Communication
DePaul University, Chicago, IL June 2005

Relevant Experience

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

Professional Experience

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 Membership

American Counseling Association
DAAN (DePaul Academic Advising Network)- Professional Development Committee

