

# Jane Student

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## Education

<b>June 2010</b>	<b>ABC University</b> Ed.M., College Student Services Administration; Area of Specialization: Counseling	<b>Corvallis, OR</b>
<b>May 2006</b>	<b>Any University</b> B.A., Liberal Studies with a minor in Sociology, <i>cum laude</i>	<b>Thousand Oaks, CA</b>

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## Experience

<b>2015-Present</b>	<b>Director of Career Services</b> <b>Hope International University</b> Supervisor of 3 Career Services Student Assistants and assisted all students and alumni in Career Services needs. <ul style="list-style-type: none"><li>○ Oversaw student worker hiring for all on-campus positions, including Federal Work Study and Hourly positions.</li><li>○ Created, planned and implemented Career Services events including Freshmen Values Assessment in all Foundation Classes, Sophomore Year Experience, Junior Networking Event, Senior Send Off, and Resume and Grad School Workshops.</li><li>○ Assisted undergraduate, online undergraduate, graduate and alumni students through 1:1 career advising appointments and group presentations on resume preparation, job applications, interview practice, career assessments and job search.</li></ul>	<b>Fullerton, CA</b>
<b>2012-2015</b>	<b>Director of Career Services and New Student Orientation</b> <b>Hope International University</b> Director of new student orientation for Fall and Spring and supervisor of three Career Services Student Assistants. <ul style="list-style-type: none"><li>○ Managed career services database system including job postings, creating employer accounts, and updating student portal.</li><li>○ Counseled and helped current students, traditional undergraduate, online undergraduate and alumni, with job preparation including resume edits, interview prep, job applications, career assessments and job placement.</li><li>○ Organized, planned, and facilitated New Student Orientation for new incoming students, including coordinating with various offices and departments around campus including Financial Aid, Admissions, Student Accounts, Facilities, Conferences and Events, Academics, Student Affairs, Information Systems, and Advancement.</li></ul>	<b>Fullerton, CA</b>
<b>2007-2012</b>	<b>Director of Student Programs</b> <b>Northwest Christian University</b> Supervisor of Student Activities and Intramurals Staff, Advisor for the Associated Students of Northwest Christian University (ASNCU), and oversaw various Student Development Programs and Leadership Development. <ul style="list-style-type: none"><li>○ Oversaw weekly programming series, called Beacon Nights, for approximately 70 students at different locations around the local community and on campus, providing a Friday night alternative event for students to attend.</li><li>○ Advised the ASNCU with 11 volunteer student leaders, assisting in retreat planning, leadership development, and program planning.</li><li>○ Coordinated events for Family Weekend, Homecoming, Spirit Week, and class specific events.</li><li>○ Planned and executed 4 day Orientation Program, working with 30 student volunteers, local businesses, and multiple departments around campus including the Business Office, Academic Affairs, Athletics, Residence Life, Financial Aid, Admissions, Information Systems, and Library.</li></ul>	<b>Eugene, OR</b>
<b>2006-2007</b>	<b>Assistant Director of Student Programs and Area Residence Coordinator</b> <b>Northwest Christian College</b> Co-advisor of six Resident Assistants, Student Activities Student Staff, and the Associated Students of Northwest Christian College (ASNCC). <ul style="list-style-type: none"><li>○ Co-facilitated and planned weekly RA staff meetings, training, and retreats for six RA's and two Resident Directors.</li><li>○ Oversaw the programming of two Beacon Nights, a weekly programming event on Friday nights, per month.</li></ul>	<b>Eugene, OR</b>

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## Extra-Curricular

<b>2004-2006</b>	<b>Barnabas Leader</b>
<b>2004-2006</b>	<b>Mexico Mission Trips</b>
<b>2002-2006</b>	<b>Women's Basketball</b>