

FIRST LAST

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Professional Summary

- Experience in higher education recruitment strategies from both University and Community College perspectives
- Established success in communication within one on one student appointments, orientations and presentations as well as continuous communication with campus partners and students
- Practical understanding of basic informative counseling skills and creative problem solving with focus on student success and retention
- Professional emphasis on first year students and positive transition into college or university setting

Education

Southern Illinois University Edwardsville (SIUE)

Degree: Master of Science in Education;
College Student Personnel Administration
GPA: 4.0

Expected May 2020
Edwardsville, IL

Southern Illinois University Edwardsville (SIUE)

Bachelor of Arts in Psychology
GPA: 3.8 -- Cum Laude Honors

May 2018
Edwardsville, IL

Relevant Professional Experience

Lewis and Clark Community College (LCCC) Enrollment Center

Godfrey, IL

Academic Advisor

June 2017 - Present

- Advise caseload of 400 students for Associate Degree and Certificate programs, not including prospective or unenrolled students
- Process course registration through Colleague software system and explained graduation and transfer requirements during student appointments and registration orientations
- Provide continuous contact to currently enrolled advising caseload for both general reminders and through student focused retention strategies
- Contact unenrolled, but previously enrolled students to promote enrollment deadlines and discuss new LCCC certification and degree offerings that may align with career goals
- Assist in facilitation and presentations of 25+ on and off campus visits and orientation related events throughout the year, including high school early bird registration days that serves 150+ students per registration event

LCCC Student Supervisor

August 2017 -- May 2017

- Assisted with 20+ interviews and participated in hiring Enrollment Center student workers
- Submitted bi-monthly time sheets for 2 student workers
- Scheduled campus tours for student workers within payroll budget criteria

LCCC Orientation Student Leader

May 2016 -- July 2016

- Assisted with required orientation process for 50+ prospective and incoming students and families while providing interactive tour of campus on a weekly basis
- Demonstrated online campus resources such as the LCCC website, BlazerNet and Blackboard

CSPA RESUME

Internships & Practicum Experience

Office of the Vice President of LCCC Enrollment Services

January 2019 – Present

- Utilize Google Forms to organize and catalog 15+ area high school counselors to establish consistent communication with district high schools, students and families
- Evaluate current enrollment strategies and determine success based on enrollment data
- Observe monthly meetings with Vice President and reporting and partnering LCCC Directors

Office of The SIUE Graduate School

May 2018 – August 2018

- Complete 2 online orientations using PowerPoint and iMovie applications with audio/visual effects for enrolled Graduate Students
- Facilitated and created an online community presence through ‘SIUE 101’ to provide orientation for Graduate students of SIUE, utilized by both on campus and online or virtually enrolled Graduate students
- Address current or prospective students questions and concerns regarding admissions or the orientation process via phone or through in person contact
- Simplified the enrollment process by revising communication materials for students

Intern for SIUE Kimmel Involvement Center

October 2016 – May 2017

- Presented information regarding SIUE campus organizations during 8 Springboard to Success freshman orientation program
- Created and facilitated 6 leadership and development activities for Greek Life leadership during training programs including, hazing, recruitment, and new member education
- Initiated and designed a new database MS Excel spreadsheet to maintain accurate records of required student attendance for Fraternity and Sorority Life used by 20 chapters of fraternities and sororities

Specialized Technical Skills

- Banner (INB), Beginner
- SARS Grid Student Scheduling and Note Software, Proficient
- Datatel Colleague by Ellucian for Higher Education, Proficient
- Hobson’s Connect (CRM) Proficient
- Microsoft Office - Word, PowerPoint, Outlook, and Excel, Proficient
- Student employment hiring database, CSO Interfase, Proficient

Honors & Affiliations

- Chi Sigma Alpha- Student Affairs Honor Society at SIUE - 2018 - Present
- National Academic Advising Association (NACADA) - 2017 - Present
 - Engagement Committee, 2018 - Present
- Illinois Associate for College Admission Counselors (IACAC)
- SIUE Dean’s List (December 2013-May 2017)
- SIUE Meridian Scholar (August 2014-May 2018)

Relevant Professional Training & Development

- National Academic Advising Association (NACADA) Summer Programming (August 2018)
- Haven, 2017 & 2018
- Title IX of the Education Amendments, 2017 & 2018
- Violence Against Women Act, 2017 & 2018
- Family Educational Rights and Privacy Act, 2017

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CAREER DEVELOPMENT CENTER

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