

# SAMPLE 1 – College Student Development Resume

## Elizabeth Rose Choi

8224 Williams ~ Chicago, IL 60614 ~ 773-277-2858

[rchoi@gmail.com](mailto:rchoi@gmail.com)

### 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

#### 7<sup>th</sup> 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

#### 7<sup>th</sup> 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 7<sup>th</sup> 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

## SAMPLE 2 – College Student Development

### Wilson Alexander Serrano

8234 W. 56<sup>th</sup> Street, Chicago, IL 60625 ♦ 312-778-5811 ♦ oserrano@gmail.com

#### 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 4<sup>th</sup> 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