

Name Here

Phone number here/ Address here/ Email here/ LinkedIn here

CAREER PROFILE

Enthusiastic, data-driven career specialist skilled in assessment analysis and presentation. Lauded for research-oriented mentality and ability to utilize gaming mechanics as education tools. Empathetic and flexible when collaborating in teams to achieve goals and objectives. Focused on client growth and networking capabilities within the larger community.

RELATED STRENGTHS

- 20+ years client relations and engagement experience
 - 20+ years public speaking experience
 - 15+ years leadership experience
 - 15+ years computer software
 - 10+ years budgeting and financial management
 - 10+ years research and data analysis
 - 5 years career coaching and advising
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RELEVANT EMPLOYMENT EXPERIENCE

Recruiting Assistant /Census Bureau

September 2019-Current

Hickory, NC

- Recruit residents of Catawba County and Burke County in preparation for the decennial census
- Promote Census Bureau importance through improvised presentations
- Canvas counties for appropriate training locations
- Utilize MOJO technology to manage recruitment data
- Network with community resources and business owners
- Distribute Census Bureau marketing material

Professional Game Facilitator /No Ordinary Gamers

August 2014-Current

Hickory, NC

- Assess client strengths and identify appropriate games to maximize client enjoyment
- Market and promote products to a variety of audiences
- Network and communicate with local and statewide community members to coordinate events
- Educate clients on game mechanics and design through simulated roleplay
- Challenge players with complex scenarios to encourage leadership and cooperation

Senior Customer Outreach Specialist /Clarion Game Studios

August 2014-Current

Hickory, NC

- Engage with prospective customers and brand supporters at conventions and in store locations
- Recruit and coach new volunteers within the marketing and demonstration team
- Brainstorm and pitch new concepts to the heads of Clarion Game Studios
- Develop and promote new product designs through Kickstarter
- Network with vendors to further expand the market for Clarion Game Studios product

Career Counseling Intern/Lenoir-Rhyne University

May 2018-August 2018

Alex Lee Career and Professional Development Center, Hickory NC

- Advised and coached clients about available resources to aid in career and graduate planning

- Administered and interpreted assessment results for the MBTI, Strong Inventory, NEO-4, “Leadership Compass” and “True Colors”
- Provided opportunities for resume review, mock internships and career counseling
- Maintained and updated online resources and social media outlets: Handshake, Student Portal, Facebook Page
- Conducted informational interviews with campus staff and professionals.
- Developed career center website design for better visual flow
- Developed budgeting plan activity for the life and career planning class at Lenoir-Rhyne University

Student Services Specialist/Hickory Day School
Hickory, NC

November 2015-September 2017

- Provided emotional and academic support to students of grades K-8
- Maintained expectations and standards of an International Baccalaureate program
- Foster development of critical thinking and reasoning skills using interactive board games and activities
- Presented in-class lessons related to empathy, cooperation, gratitude, integrity, self-discipline and attention to detail
- Managed and engaged in the “Homework Help” after-school program

ACHIEVEMENTS AND MILESTONES

- Presented *Know Your Direction: Leadership Compass* at Lenoir-Rhyne University
- Redesigned and improved the Alex Lee Career and Professional Development Center’s student portal website
- Developed “small group” design manual *Small Group Design for LGBTQ+ Youth: A Comprehensive Manual for the Support and Treatment of High School Students Experiencing Suicidal Ideations*
- Wrote, submitted and completed an individualized research proposal to Roanoke College’s IRB for project *HIV/AIDS Awareness Among College Students on Roanoke Campus*.
- Member of honor society Chi Sigma Iota: 2016, treasurer: 2016
- Member of music service fraternity Mu Beta Psi: 2011; treasurer: 2012; fundraising chair: 2012-2014; parliamentarian: 2012-2014
- Member of national service fraternity Alpha Phi Omega: 2010; secretary: 2011

EDUCATION

University of the Cumberlands/Williamsburg, KY

Doctorate in Educational Leadership (in progress)

- Specialization: Business management

Lenoir-Rhyne University/ Hickory, NC

Master’s in Human Services

- Specialization: Career Development

Intensive Session Study Abroad/Rome, Italy; Milan, Italy

Lenoir-Rhyne University/University of Milan

Roanoke College/Salem, VA

Bachelor of Science in Psychology

- Concentration: Neuroscience