

Name Here

Email

Address

Phone

SUMMARY

Coleen is experienced in client relations, career coaching, and professional networking. She effectively utilizes research tools and assessments to analyze data and identify client strengths. She has applied these skills across a variety of groups, including school-age, college, and graduate students, as well as professionals.

EDUCATION

EdD – EDUCATIONAL LEADERSHIP • 2022 (Expected)
University of the Cumberlands
Focus in Business Management

MA – HUMAN SERVICES • 2018
Lenoir-Rhyne University
Focus in Career Counseling

BS – PSYCHOLOGY • 2013
Roanoke College
Focus in Neuroscience

SKILLS

Career Coaching and Advising
Client Relations and Engagement
Research and Data Analysis
Public Speaking
MBTI-II, NEO-4, O-NET
Assessments

PRESENTATIONS

“Know Your Compass” • 2018
Lenoir-Rhyne University

EXPERIENCE

RECRUITING ASSISTANT • US CENSUS BUREAU • 2019 – PRESENT

Actively recruit Catawba County residents for employment opportunities at the US Census Bureau. Educate the public on the importance of the decennial census. Network with local businesses and community resources to disseminate census material within community. Utilize data tracking software to monitor progress in recruitment goals.

CAREER COUNSELING INTERN • ALEX LEE CAREER AND PROFESSIONAL DEVELOPMENT CENTER • 2018

Advised and coached Lenoir-Rhyne University students and alumni on career and graduate school planning. Utilized resume review, personal branding tools, and mock interview techniques. Administered and interpreted results from MBTI-II, Strong Inventory, NEO-4, True Colors, and Leadership Compass assessments. Maintained career center online resources and social media presence through the student portal, Facebook, Handshake, and LinkedIn. Redesigned career center website for greater consistency and easier navigation.

GAME DEVELOPMENT AND MARKETING CONSULTANT • FREELANCE • 2014 - PRESENT

Consult with independent gaming companies on development initiatives, marketing locations, and networking opportunities. Engage in product testing, review marketing material, and provide actionable recommendations for improvement. Actively engage in online and in-person marketing pushes through critical reviews and Kickstarter management.

ADDITIONAL EXPERIENCE

SENIOR CUSTOMER OUTREACH SPECIALIST • CLARION GAME STUDIOS • 2014 – PRESENT

STUDENT SERVICES SPECIALIST • HICKORY DAY SCHOOL • 2015 – 2017

VOLUNTEERISM

PROFESSIONAL DEVELOPMENT COMMITTEE CO-CHAIR • MU BETA PSI NATIONAL HONORARY MUSICAL FRATERNITY ALUMNI ASSOCIATION • 2019 - PRESENT