

## **Elizabeth Smith**

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### **PROFESSIONAL EXPERIENCE**

#### **Counseling and Student Development**

- Counsel and motivate students and alumni to identify and understand their interests, skills, and values in relation to academic, career, and life planning.
- Conduct an average of 250 student and alumni appointments each semester, staff regular intake hours biweekly, and provide telephone and email counseling to those unable to attend in-person appointments.
- Plan and co-teach two sections of "Career Decision Making" 3-credit course for first- and second-year university students.
- Administer and interpret career assessments including Strong Interest Inventory, Myers-Briggs Type Indicator, Self-Directed Search, and Values Card Sort.
- Direct clients to Internet and career library resources, including professional publications, labor market trends, graduate catalogs, and occupational outlook information.
- Administered and graded exams, evaluated term papers, and conducted weekly study group for graduate students in "Clinical Use of Tests in Psychological Services" and "Masters Research Seminar" courses.
- Provided educational outreach to university and rural communities addressing HIV/AIDS awareness. Staffed an informational/crisis phone line for people with questions and concerns about HIV.

#### **Program Administration**

- Facilitate 20-30 workshops and classroom presentations each semester on a range of career development topics, including resume writing, interviewing, networking, and proactive job search strategies.
- Manage all aspects of the annual Networking Dinner for the College of Liberal Arts, which regularly attracts 100 students and 25 employer partners.
- Assisted with the implementation of the College of Liberal Arts "Graduate and Professional School Day" and "Job and Internship Fair" by managing all volunteer recruitment and coordination.
- Developed and co-facilitated "Out in the Workplace? From Campus to Career," a seminar addressing issues of sexual orientation in the workplace and in career decision making.

#### **Team Supervision and Training**

- Developed and supervise the Career Ambassador Program, a group of 10 paraprofessional students who provide front-line customer service, initial resume reviews, and outreach presentations to the campus community.
- Trained an average of 10 new seasonal employees weekly from late October through December for one branch of the world's largest toy retailer.

#### **Research**

- Completed a study (based on simulated data) investigating counseling professionals' attitudes toward male and female clients with AIDS.
- Designed and conducted an experiment investigating the influence of self-esteem on discriminatory behavior and agreement with unpopular social opinions.
- Interviewed children and their mothers in Head Start programs to assess maternal disciplinary styles and their relation to children's social cognitions and peer competence.

## WORK HISTORY

<b>Career Counselor</b>	College of Liberal Arts Career Development Office University of Minnesota, Minneapolis, MN	2015-present
<b>Teaching Assistant</b>	Department of Counselor Education West Chester University, West Chester, PA	2014-15
<b>Counseling Intern</b>	Twardowski Career Development Center West Chester University, West Chester, PA	2014
<b>Field Placement</b>	Office of Leadership & Student Involvement West Chester University, West Chester, PA	2014
<b>Human Resource Assistant Department Manager</b>	Toys "R" Us, Exton, PA	2013-14
<b>Management Trainee</b>	Toys "R" Us, Exton, PA	2012-13
<b>Phoneline Volunteer</b>	The AIDS Project of Centre County, State College, PA	2010-12

## EDUCATION

**Master of Science in Counseling: Higher Education**  
West Chester University of Pennsylvania, West Chester, PA

**Bachelor of Science in Psychology**  
Pennsylvania State University, State College, PA

## HONORS

West Chester University Graduate School Tuition Scholarship Recipient  
Chi Sigma Iota Honor Society  
Evan Pugh Scholar Award - Penn State Academic Excellence  
Golden Key National Honor Society