

SAMANTHA SAMPLE

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EDUCATION

West Chester University of Pennsylvania, West Chester, PA

Master of Science in Higher Education Counseling and Student Affairs, May 2015

- Council for Accreditation of Counseling & Related Educational Programs (CACREP) Accredited Program
- GPA: 3.86

Chestnut Hill College, Chestnut Hill, PA

Bachelor of Science in Psychology, May 2010

HIGHER EDUCATION EXPERIENCE

Learning Assistance & Resource Center, West Chester University

Graduate Assistant, August 2013 – present

- Provide support to daily operations including tutor registration, directing telephone inquiries, and assisting with walk-in students.
- Design and facilitate workshops on study skills, time management, note taking, test taking, and essay writing for first- and second-year students.
- Design fliers and e-mail marketing materials to cultivate workshop participants.
- Assist the Director with research for grant proposals to fund academic support programs.

Twardowski Career Development Center, West Chester University

Counseling Practicum, January – May 2014

- Met one-on-one with students during appointments and drop-in hours to assist with resume writing, networking and interviewing techniques.
- Instructed students on how to utilize College Central Network, an online career services management system for job postings and related resources.
- Conducted a special assessment project to measure student satisfaction with workshops. Facilitated a focus group to gather qualitative data to complement previous online survey.
- Contributed to team activities during career fairs and other campus events, primarily assisting students with questions about the event and the career center.
- Presented a workshop on professional etiquette during the 25th Annual Leadership Experience for West Chester University student leaders.

Northeast Academic Support Services Association Annual Conference, Boston, MA

Graduate Staff Member, February 2014

- Gathered and organized all materials and coordinated the entire online registration process for 600 participants. Staffed and led the on-site registration with a team of 10 volunteers.
- Participated in evening NASSA Conference Staff Meetings, focused on ensuring smooth conference operations and to correct any unexpected problems that arose during the day session.
- Introduced program presenters and collected session evaluations.

ADDITIONAL EXPERIENCE

Target, Exton, PA

Store Manager, June 2009 – May 2012

- Recruited into Store Management Trainee program and progressed to leadership role within 16 months.
- Drove sales by overseeing the guest service and merchandising of two departments with sales ranging from \$2 - \$3 million.
- Supervised leadership team and conducted daily floor personnel meetings.
- Acted as leader on duty, as well as opened and closed the store on assigned days.
- Assisted with recruiting and hiring of sales associate team.
- Received extensive training as part of store executive leadership experience.
- Ensured excellent service by interacting with guests and team members.
- Regularly achieved sales goals and maintained budget controls.

COMMUNITY SERVICE

Habitat for Humanity, Philadelphia, PA

Build Site Volunteer, February – August 2009

- Performed framing, roofing, siding, trim work, painting, and landscaping as a periodic participant on weekends.

Horizons for Homeless, Philadelphia, PA

Volunteer, May – August 2008

- Interacted and played with children living in family homeless shelters and domestic violence shelters throughout eastern Pennsylvania.

ACTIVITIES

- West Chester University Bear Fair Committee, Member (2013)
- Delta Gamma Zeta Service Fraternity, Vice President (2009-2010), Member (2007-2010)

HONORS

- Chi Sigma Iota, Counseling Academic & Professional Honor Society, Member (2014-present)
- Recipient of Who's Who of American Colleges and Universities Award (2010)
- Recipient of Chestnut Hill College Volunteer of the Month (April 2010)

PROFESSIONAL ASSOCIATIONS

- American College Personnel Association (2013-present)
- American Counseling Association (2013-present)